



TENDER RESPONSE DOCUMENT

Subject Matter of Request for Tender

Provision of Services for Concession Catering Services and operation of the Catering Facilities and including the Operation of the Retail Facility at Belvedere House, Gardens & Park, Mullingar, County Westmeath, Ireland

Closing Date and Time for Receipt of Tenders:

Wednesday, 30th September 2026 16:00hrs

Organisation Name:

Contact Name:

Contact Email:

NOTES

- **Note #1:** Please read this document in conjunction with the separate RFT document and other relevant documentation provided including Pricing Documents where relevant.
- **Note #2:** This Tender Response Document (and other mandatory documents provided) must be used for responding to the Request for Tenders. Tenderers must not personalise or modify the current format.
- **Note #4:** As per clause 3.4 of the RFT, tenderers may be required to make a presentation of the proposal contained in their tender.

Contents

Instructions for Completion.....	3
RESPONSE TO SELECTION CRITERIA.....	4
General Contact Information	5
Financial Information – Pass/Fail Criteria	6
Health & Safety – Pass/Fail Criteria	8
RESPONSE TO THE AWARD CRITERIA	9
Response to Qualitative Award Criteria.....	10

Instructions for Completion

Tenderers should ensure they have read the Request for Tender before they attempt to complete this Tender Response Document.

If you consider that the Tender Response Document is missing any sections which would prevent you from preparing a comprehensive response, please contact the Contracting Authority as soon as possible (prior to the closing date for queries).

Where there is a discrepancy between the contents / instructions in this document and the Request for Tender, the Request for Tender will take precedence.

Tenderers must follow the instructions contained in this document in relation to attachments, format for submission, etc.

Where tenderers are relying on other parties to meet the selection criteria, those parties must be available to deliver elements of the contract.

RESPONSE TO SELECTION CRITERIA

TENDERERS SHOULD NOTE THESE CRITERIA ARE ASSESSED ON A PASS/FAIL BASIS

General Contact Information

Organisation Name:				
Contact Person:				
Position:				
Address:				
Phone:				
Email:				
Website:				
Small and Medium Enterprise (SME)	Yes	☐	No	☐
Date of Establishment, if applicable	VAT Registration No:		Legal Structure – partnership, limited company, etc.	
Details and contributions of other parties (if applicable)				
Official name of entity	Selection criterion where Tenderer is relying on their resources to qualify and/or Service/element to be delivered by third party	The third-party is clearly identified throughout the response		
		Yes	No	
		☐	☐	
		☐	☐	

Financial Information – Pass/Fail Criteria

Tax Clearance		Please confirm YES / NO	
Option 1: I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:		Yes	☐
		No	☐
Tenderer Name:			
Tenderer PPSN/ Tax Reference Number			
Access Number			
Option 2: I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)			
Registration Number		Certificate Number	
Option 3: I confirm that I have applied/or will apply for Tax Clearance status or a Tax Clearance Certificate which will be made available on request		Yes	☐
		No	☐

Insurances				
I confirm that we have the following insurances in place				
Insurance Type	Level required if successful	Level in Place	Details of Any Excess	Renewal Date
Employers Liability	€13,000,000	€		
Public Liability	€6,500,000	€		
Product Liability	€6,500,000	€		
Professional Indemnity		€		
Environmental Liability Impairment		€		
Cyber Liability		€		
Other		€		
AND				
I confirm that if successful, where the levels required under the contract/framework are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place.				
AND				
I confirm that I will provide the following promptly on request: - evidence of insurances in place or - letter from Insurance Broker confirming that the required levels can be put in place if successful Note: insurance policies where relevant must have jurisdiction in Ireland.				

Health & Safety – Pass/Fail Criteria

Minimum requirement to remain eligible in the competition: Tenderers must demonstrate compliance with all the relevant Health & Safety legislation. The Contracting Authority reserves the right to seek further information to verify compliance.				
Do you comply with the Safety Health & Welfare at Work Act 2005?	Yes		No	
Manager responsible for Health and Safety:				
Is it externally certified or managed in-house?	Externally Certified			
	In-House			
If externally certified, please provide the following information:	Date of most recent certification:			
	Scope of Certification:			
	Name of Certification Body:			
	Evidence will be provided on request	Yes		
		No		

RESPONSE TO THE AWARD CRITERIA

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Request for Tender Document.

Signed:			
Name (in Capital Letters):			
On behalf of:			
Address:			
Telephone:		Mobile:	
Email:		Date:	

Response to Qualitative Award Criteria

Criterion A:		Weighting	Maximum Marks	Minimum Marks Required
A	Operational Delivery plan	30%	300	150
Instructions	Please outline: 1) Proposed Opening Hours and operating hours 2) Staffing Structure 3) Peak – period and Event management 4) Consistent service standards 5) Cleaning Schedules: Café, Courtyard and Outdoor terrace. 6) Food Safety Systems 7) Equipment care, cleaning and upkeep. Maintenance of equipment contract required. 8) Customer service standards & Complaint handling 9) Staff Training Programme & Integration with attraction Staff and events. 10) Dealing with staff shortages, equipment failure, adverse weather impacts, electricity outages.			

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

Criterion B:		Weighting	Maximum Marks	Minimum Marks Required
B	Food & Beverage & Retail Offering	20%	200	100
Instructions	Tenderers should provide and demonstrate : 1) Sample Seasonal Menus & capacity to change menus, menu creativity. 2) Alignment with Site Visitor Profile – families and seniors, dietary requirements, new ideas. 3) Value for Money & Pricing Structure 4) Local sourcing strategy 5) Retail Product Range including local products			

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

Criterion C:		Weighting	Maximum Marks	Minimum Marks Required
C	Transition and Mobilisation Methodology	20%	200	100
Instructions	Each tenderer is required to submit clear steps highlighting the methodology for mobilising and transitioning the service provision where there is a current arrangement in place, which must include but is not limited to the following: A mobilisation methodology to include but not limited to; - findings and details of such because of their site survey, - demonstration of site familiarisation (including drawings of kitchen area, for example) - a works schedule for all associated works, equipment, fixtures and fittings, that would be required to be made to ready the canteen space serviceable, to be undertaken and the timeline for completion. - assembly of the key team and their attributes, if known, and - alignment of suppliers, some local to be included to support the delivery of services at this location.			

Tenderers' Response

Please use this free text page(s) (i.e. do not type in the box) for your response.

Criterion D:		Weighting	Maximum Marks	Minimum Marks Required
D	Commercial Terms	20%	200	NA
Instructions	Please enter the total percentage of turnover as the concession fee tendered for the Café and Retail Facility as outlined in Appendix 2 The minimum financial proposal to be considered will be 10% of annual turnover net of VAT to include both Café and Retail. Tenders proposing a percentage lower than 10% will be excluded from further consideration.			
Total percentage payable to Westmeath County Council Tendered - Cafe			%	
Total percentage payable to Westmeath County Council Tendered - Retail			%	

Criterion E:		Weighting	Maximum Marks	Minimum Marks Required
E	Sustainability	10%	100	50
Instructions	Tenderers should demonstrate the following : Packaging and waste management including food waste minimization within the service. Measures to introduce a reduction in single use items such as coffee cups; how events will be catered for			

Tenderers' Response

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