

Clarifications

MI-CFT26-039 - Provision of Catering Services Clarification Deadline - 26/10/2026 @ 10:00am

No.	Date	Questions	Date	Answers
1	07/10/26	Please provide details of the current tariff/prices charged over the counter in the Marine Institute?	07/10/26	As the evaluation criteria includes diversity of menu's, details of tariff/costs of specific items will not be provided. In general, "lunch food" costs range between €5-€11.
2	07/10/26	Please provide details of the net of VAT hospitality sales for 2025/26? or are they included in Historical Trends figures provided?	07/10/26	The sales costs are included in Historical Trends
3	07/10/26	Is there an analysis available of the footfall and service usage in the Marine Institute ie numbers visiting the canteens, and sales breakdown based on menu offering?	07/10/26	No footfall stats/ usage have been recorded
4	07/10/26	Please provide TUPE details on the staff currently employed.	07/10/26	TUPE IS NOT APPLICABLE TO THIS CONTRACT
5	08/10/26	Section 2.1.2 states that the award of the Services Contract does not confer exclusivity on the successful Tenderer. Can the Marine Institute please clarify the intended scope of this provision, including whether the Institute reserves the right to procure restaurant, hospitality or other catering services from alternative providers during the contract term?	08/10/26	Large hospitality events will be procured separate to this contract. Small hospitality /meetings/events are included. A separate contract will be awarded, via a tendering process for a multi-supplier framework for large events.
6	08/10/26	Current staffing model: Please provide details of the current catering staffing structure, including number of employees, roles and typical weekly rostered hours.	08/10/26	1 operative – working approx. 8.30 - 3.30pm - service and barista. Food is prepared offsite and delivered to site for service.

7	08/10/26	Friday hospitality requirement: Given that the onsite catering service is required for a minimum of four days while hospitality is required Monday-Friday, please clarify the anticipated level of Friday hospitality activity and whether a catering employee is expected to be physically onsite throughout Friday regardless of bookings.	08/10/26	This is dependent on bookings and volume cannot be estimated. If a hospitality booking is made for a Friday meeting it is an expectation that the caterers will provide a catering employee to service that booking/event.
8	08/10/26	Hospitality volumes and revenue: Please provide historical hospitality expenditure/revenue for the most recent 12 months, together with an indication of the average number of hospitality bookings per week and typical number of covers.	08/10/26	See attached <i>Clarification Appendix 1 Additional Information: a. Hospitality volume & revenue</i>
9	08/10/26	Please clarify whether the contractor is required to purchase the milk supplied to the four coffee docks from its own account and recover the cost from the Marine Institute, and please provide historical annual milk expenditure/volumes.	08/10/26	Yes, milk is to be provided as per Specification. See attached <i>Clarification Appendix 1 Additional Information: b. Milk volume & revenue</i>
10	08/10/26	Equipment responsibility: Please provide a full inventory of existing catering equipment, including ownership, condition and confirmation of which equipment is covered by Marine Institute PPM and repair/replacement arrangements.	08/10/26	See attached <i>Clarification Appendix 1 Additional Information: c. Inventory</i> Large kitchen appliances, fitted (fixed) appliances and all safety equipment is covered by the Marine Institute and will be repaired, replaced and maintained.
11	08/10/26	Equipment failure/replacement: Where existing Marine Institute-owned catering equipment reaches end of life or becomes uneconomical to repair during the contract term, please confirm whether replacement will be the responsibility of the Marine Institute or the contractor. Does the Marine Institute have a preventative maintenance contract in place?	08/10/26	Yes - where equipment is currently in use. Equipment not currently used can be included if/when in operation.
12	08/10/26	Customer numbers / transaction data: Please provide average daily transaction numbers and/or covers for Monday, Tuesday, Wednesday and Thursday, together with average transaction value where available.	08/10/26	This data is not available.

13	08/10/26	Management fee indexation: Please confirm whether the successful tenderer's fixed management fee may be reviewed during the contract term to reflect statutory wage increases, employment regulation order increases and other material changes in employment costs.	08/10/26	Yes – if linked to statutory increases in employment costs
		Service Contract Questions:		
14	08/10/26	Termination: Given the proposed three-year contract term, please confirm whether Clause 9A is intended to permit either party to terminate for convenience on only one month's notice and, if so, whether any provision will apply for recovery of unamortised mobilisation or contractor-funded equipment costs.		Either party may terminate. No recovery costs will be paid by Marine Institute. A three – four-month termination clause may be considered if requested.
15	08/10/26	Non-exclusivity: Please clarify the intended operation of Clause 18, particularly whether the Marine Institute reserves the right to purchase restaurant catering and/or hospitality services falling within the scope of this contract from alternative catering providers during the contract term.		Where the successful contractor is unable to provide a specific service required by the Marine Institute, it has the right to seek alternative suppliers. This would only be used for small 14 -15-person Hospitality catering events which fall within the scope of this contract.
16	08/10/26	Kitchen exclusivity: Please confirm whether the successful contractor will have exclusive operational use of the catering kitchen, servery and associated catering facilities notwithstanding Clause 21A.		The successful operator will have exclusive operational use during the daily scheduled service unless a large event required the use of the kitchen. Notification and agreement of how the kitchen would be utilised will be agreed in advance.
17	08/10/26	Retention: Clause 5F refers to “One hundred per cent (50)” of an invoice while subsequently referring to a 20 maximum retention. Please clarify the intended percentage and operation of this clause. Is there a KPI for this clause?		There is an error in the published Clause. It should be: One hundred per cent (100 %) of invoice (“the Retention Amount”) which Retention Amount shall not at any given time exceed twenty per cent (20%) of the Charges. Only 20% of an invoice will be retained if the Marine Institute is dissatisfied with the performance of the contractor.

				Currently no KPI currently exists – this can be agreed and included in the contract with the successful Contractor prior to award.
18	08/10/26	Price adjustment: Please confirm the mechanism for reviewing the fixed management fee and other charges during the initial three-year term and extensions to reflect statutory wage increases, ERO changes, food inflation and other material input-cost increases.		The Management Fees and all other tendered rates shall remain fixed for the initial three-year term and any extension periods. However, the Marine Institute may, at its discretion, consider adjustments where legislative, statutory or ERO changes result in a demonstrable and material increase in service delivery costs. Food and beverage costs may be reviewed annually or where a material increase in costs can be demonstrated.
19	08/10/26	Security checks: Please confirm whether security/Garda vetting is anticipated for catering personnel and, if so, what level of vetting and expected processing time applies.		Not required