

Mobile Food and Beverage Sales

concession tender application

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| --- | --- |
| Vendor name |  |
| Registered company address |  |
| Registered Company No |  |
| Registered VAT No |  |
| Name and position of person completing form |  |
| Contact number |  |
| Contact email |  |

**Q1**: Tell us about your business and what you envisage selling at Wells Recreation Ground.

Your response must include, but is not limited to:

• The sales vehicle or trailer

• Furniture and fittings

• Food and beverage sales equipment including production equipment such as ice cream and coffee serving machinery

• Power generator or source detailing noise and efficiency rating

• Electronic Point of Sale and Payment facility

• Signage: A description and presentation of your brand identity as exhibited on any signage, packaging and sales materials

• The types of food and drink you would offer including healthy and special diet options.

Identify any specific local produce and their suppliers.

• Provide a price list of goods for sale

**Q2**. Financial Suitability – please confirm that your business is financially in profit, if not please explain why.

**Q3**. Financial bid: Base Fee Offer:

You are required to provide us with your best competitive offer for what you are prepared to pay for base fee. VAT will be added on top of this when invoices are raised.

**Q4**. Insurances

Wells City Council requires the following insurance for this concession:

•Employers Liability and Public Liability to minimum 10 million pounds

•Vehicle Insurance and MOT for any vehicles

Please confirm you will have this in place for this agreement.

**Q5**. You will be asked to provide evidence of the following relevant certification, policies and procedures to maintain a high standard of health and safety requirement for this offer:

• That you already have or are willing to attain the correct Food Business registration / licence with the relevant Local Authority before commencing trading

• Risk assessments

• Food Hygiene Certification

• Food Hygiene rating

• Fire Safety Policy including service of fire safety equipment

• Accident Incident Policy including reporting procedure

• Portable Appliance Testing

• Waste Management Procedure

• COSHH fulfilment

**Q7**. Provide details of the training and experience of your staff, including but not limited to:

• Food and beverage sales staff qualifications and experience

• First Aid certification

**Q8**. Images of proposed concession unit

Please include any images and website links to proposed concession unit and business for consideration

**Q9**. Please provide information on how you will utilise sustainable and environmentally friendly products.

**Send your completed quotation to osofficer@wells.gov.uk before 12 noon 28th February 2024**