



## INVITATION TO TENDER

### Provision of Catering Units at Pipe Band Events 2023

**RSPBANI is offering the opportunity for established outdoor catering companies to apply for the catering concessions. Any experienced provider wishing to quote for the contracts is invited to submit a Tender Submission (see Page 5).**

**Providers are expected to have a sound financial standing and be able to demonstrate a successful delivery of similar contracts.**

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Deadline	-	Tuesday 9 May 2023 @ 4pm

## Contents

1. Introduction	2
2. Dates & Venues	2
3. Terms & Conditions	2
4. Submission Form	3
5. Supporting Documents	4
6. Payments	4
7. Submission Deadline	4
8. Tender Submission	5

## 1. Introduction

**The Royal Scottish Pipe Band Association Northern Ireland Branch (hereafter known as RSPBANI)** is offering the opportunity for established outdoor catering companies (hereafter known as the Tenderer) to apply for catering concessions at RSPBANI organised competitions on Saturdays from June to August 2023. The events will be held at a range of venues across Northern Ireland.

## 2. Dates & Venues

Date	Event	Venue	Status
Saturday 3 June 2023	Mid-Ulster Championship	Cookstown High School	Confirmed
Saturday 17 June 2023	Lisburn & Castlereagh Championship	Moira	TBC
Saturday 1 July 2023	All Ireland Championship	Ballymena Academy	Confirmed
Saturday 22 July 2023	Ards & North Down Championship	Ards Airfield	Confirmed
Saturday 5 August 2023	Championship	TBC	TBC
Saturday 12 August 2023	Ulster Championship	Antrim	Confirmed

## 3. Terms & Conditions

- 3.1 RSPBANI is offering a limited number of catering spaces at events. We welcome a wide variety of food offerings to suit all budgets and tastes to give our customers a varied mix from traditional burger vans, fish and chip vans, pizza, coffee units, donut/sweet stalls, ice-cream and salad/sandwich options.
- 3.2 Allocation of pitches and facilities is at the direction of the RSPBANI and no catering unit shall move from their allocated area.
- 3.3 The caterer will be requested to operate from 10.00am - 6.00pm on event Saturdays only. All units should be set up by 9.00am and removed by 6.30pm.
- 3.4 Details of the catering stall should be listed as part of the submission together with the income offered, along with a sample copy of menu, price list and photograph of the unit.
- 3.5 The size of the catering unit is required and should be listed as part of the submission. This should include any additional space required for refrigeration.
- 3.6 Catering units must be self-contained and the use of a diesel powered, silenced generator for the operation of the catering unit will be permitted.
- 3.7 RSPBANI reserves the right, acting reasonably but at its absolute discretion, to close any catering unit at the event at any time if they consider that there is a need to do so.

- 3.8 In the event of the Pipe Band event being postponed or abandoned, in the event of supplies, services or facilities being curtailed due to a strike, lock-out or other circumstances beyond the reasonable control of the RSPBANI, the RSPBANI shall not be liable for any expenditure, loss or damage or liability sustained or incurred by the Tenderer.
- 3.9 The use of a public-address system from any catering unit will be prohibited.
- 3.10 The Tenderer must not allow any catering unit to break the surface of the ground. Reinstatement must be made by the Tenderer to the satisfaction of the RSPBANI. Failure to do so will result in the reinstatement being carried out by the RSPBANI and all reasonable costs must be reimbursed to the RSPBANI.
- 3.11 The Tenderer shall full indemnify the RSPBANI against all proceedings, costs, claims, demands and liability howsoever arising, whether directly or indirectly, in connection with the Tenderers occupation at the Pipe Band events and in particular (but without limitation to the generality of the foregoing) shall indemnify the RSPBANI against any liability for injury to or death of any person and loss of or damage to any property, howsoever caused. Furthermore, the Tenderer shall, in connection with their liability, hereunder affect the public liability insurance policy for an indemnity limit of not less than £5 million pounds in respect of any one occurrence. The Tenderer must also hold employer's liability insurance cover and by this tendering process it is assumed that this cover is in place and held by the Tenderer. A copy of suitable insurance cover must be supplied as part of the submission. RSPBANI accepts no responsibility for loss or damage to the property of the catering concession or their employees or visitors.
- 3.12 The Tenderer must keep suitable firefighting equipment, in relation to the catering unit, available for use at all times. RSPBANI reserves the right to inspect all units and equipment with or without the responsible Council Official, for the purpose of ensuring that adequate fire precautions have been taken.
- 3.13 The Tenderer shall not be permitted to sub-let or share the whole or any portion of the pitch area allotted and any article or exhibition contrary to this rule will be removed. Any exhibitor infringing this rule will be expelled from the site.
- 3.14 RSPBANI reserves the right to inspect all stands and equipment without prior notice.
- 3.15 The Tenderer will meet all costs incurred for the installation of the catering unit and any supplies or facilities/services needed.
- 3.16 The Tenderer is responsible to ensure that their pitch area is kept clean and free from litter.
- 3.17 The Tenderer must ensure that all vehicles and equipment has been inspected and tested at suitably frequent intervals (or if applicable, as required by law) and is, at all times, in a safe condition and safe for use and have up to date certificates in place as required by law.
- 3.18 All units must comply in every respect with Food Safety and Health & Safety legislation.
- 3.19 The Tenderer must not allow or cause, directly or indirectly, any danger to the public in connection to the catering unit during the occupation of the site including site set up and site clearing.
- 3.20 RSPBANI are not bound to accept the lowest, highest or any tender it may receive.

#### 4. Submission Form

Please complete the Tender Submission on Page 5 of this document and email to [patricia.pedlow@rspbani.org](mailto:patricia.pedlow@rspbani.org)

## 5. Supporting Documents

The following documents should be forwarded to [patricia.pedlow@rspbani.org](mailto:patricia.pedlow@rspbani.org) to accompany the Tender Submission:

- Sample Menu
- Sample Price List
- Photo of unit
- Copy of £5m Public Liability Insurance & Employers Liability Insurance
- Copy of Local Authority Food Hygiene Rating

## 6. Payments

If successful with this submission, applicants undertake to pay 25% deposit one month prior to the date of the event and pay the remaining 75% one week prior to event date.

Failure to pay these amounts by the stated times may result in the RSPBANI cancelling the agreement and offering the event to another company with the RSPBANI not being liable for any expenditure, loss, damage or liability sustained or incurred by the Tenderer.

## 7. Submission Deadline

**The Tender Submission and accompanying documents should be received by 4pm on Tuesday 9 May 2022.**

RSPBANI will be in contact by Friday 12 May 2023 to formally invite successful applicants.

## TENDER SUBMISSION

### Provision of Catering Units at Pipe Band Events 2023

Name of Business .....

Contact Name .....

Address .....

.....

Contact Number .....

Email .....

Please tick which event dates you would be available to attend and what is your proposed price you are willing to pay for each date.

Date	Event	Availability	Quote
Saturday 3 June 2023	Mid-Ulster Championship - Cookstown		
Saturday 17 June 2023	Lisburn & Castlereagh Championship - Moira		
Saturday 1 July 2023	All Ireland Championship - Ballymena		
Saturday 22 July 2023	Ards & North Down Championship - Ards		
Saturday 5 August 2023	Championship - Venue to be confirmed		
Saturday 12 August 2023	Ulster Championship - Antrim		

Type of food being served .....

Total space required for unit (in metres) .....

Please attach copy of the following:

- Sample Menu
- Sample Price List
- Photo of unit
- Copy of £5m Public Liability Insurance & Employers Liability Insurance
- Copy of Local Authority Food Hygiene Rating

Signed ..... Date .....

*Declaration: I have read and agree to abide by the Terms & Conditions as issued by RSPBANI.*

*The Tender Submission and all accompanying documents should be received by  
4pm on Tuesday 9 May 2022 by email to [patricia.pedlow@rspbani.org](mailto:patricia.pedlow@rspbani.org)*