



**Coillte invites Expressions of Interest for a
Catering Kiosk at Rossmore Forest Park, Monaghan.**

Section A: Introduction

Rossmore Forest Park is located just outside Monaghan Town. The forest park has a number of walks and recently, a new playground area has opened up within the park. Amongst its large number of trees and plant life are Californian redwoods planted at various locations, as well as many historical sights including some ancient cairns. The Park attracts up to 50,000 visitors per annum and is hugely popular among walkers, families and tourists. The focus is to provide a high-quality visitor experience for our wide range of visitors, while maintaining a healthy respect for the environment and a “leave no trace” policy.

Coillte, in conjunction with Monaghan County Council, is seeking Expressions of Interest from interested parties to provide high quality refreshments services that is proposed to be located on site. The specific location is open for discussion. Applicants should be able to provide the kiosk, food and beverages on a regular basis through the months of July and August, Saturday, Sunday and bank holiday Mondays between the hours of 11am and 7pm. It is intended this provision will support the local economy and the environment in a variety of ways such as using local produce and suppliers wherever possible. The opening hours of the park are from 7am to 9pm during these summer months.

Before the contract is awarded the successful applicant will be required to produce a valid and current Employers and Public Liability Insurance including Products Liability Certificate (€13m).

Section B: Information Required for the Expression of Interest

Expressions of Interest are invited for the Catering Kiosk to provide food, beverage and catering services at Rossmore Forest Park during July and August 2019.

Please complete a summary description of your proposal under the following headings. Please also note the guided requirements of each heading in the text below.

1. **MENU:** Suggested menu ideas and how product items will be prepared, cooked, packaged and served to a high standard.
2. **SERVICE:** High quality work ethic is needed to ensure customers' needs are met, value for money, product quality and range. Please detail how you will provide this, aswell as detailing all relevant experience.
3. **ENVIRONMENTAL MANAGEMENT:** State how the kiosk will support the local environment of Rossmore Forest park, noting details of environmental management systems to include energy, waste, waste collection, recyclable materials, sourcing suppliers
4. **KIOSK DESIGN:** The kiosk should have the considered appearance of being in keeping with the location. Please give a brief outline of the aesthetic design of the offering, photos and layout sketches are welcome!
5. **OTHER:** Include any other considerations, ideas or suggestions you have for daily operations

Section C: Tendered Rates

It is the intention to allow flexibility to the food service provider as much as possible. With this, the tendered rates are kept as open and simple as possible. It is the request that applicants supply two prices on the fee they are willing to pay, as detailed below.

Tender Period	Tendered Rate (€)
Per Day	
Per Month	

Key Guidelines:

Submission date for proposals is 5pm on Friday the 19th July 2019. Please submit a detailed proposal including the following:

- a) Relevant experience and qualification, including HACCP detail, Food Hygiene certification and insurance certification.
- b) Business Case in no more than 500 words under the headings listed above in **Section B**
- c) Completed Tender Submission in **Section C**.

Award Criteria

The contract will be awarded on the basis of the most economically advantageous Expression of Interest in accordance with the award criteria and associated weighting set out below:

- Approach and proposed methodology, including range of services (25)
- Qualifications and previous experience of key personnel to be involved on this project (25)
- Tender Cost (50)

Queries and Submissions

All queries / submissions should be sent through email to the following email addresses:

midlands@coillte.ie

Any posted Submissions can be sent to the following address:

Conor English
Coillte
Unit B, Marlinstown Business Park
Mullingar
Co. Westmeath