

**EXPRESSION OF INTEREST– Company to Complete**

**EXPRESSION OF INTEREST FOR THE PROVISION, OPERATION AND MANAGEMENT OF BAR SERVICES FOR:**

**ARDS INTERNATIONAL GUITAR FESTIVAL**

**COMPLETED SUBMISSIONS SHOULD BE RETURNED BY**

**FRIDAY 06 DECEMBER 2024 AT 12 NOON**

**ANY CLARIFICATIONS SHOULD BE RECEIVED NO LATER THAN**

**FRIDAY 29 NOVEMBER 2024 AT 12 NOON**

**PLEASE ENSURE THAT THE FOLLOWING QUOTATION DOCUMENTS ARE COMPLETED AND RETURNED**

MINIMUM STANDARDS OF EXPERIENCE

METHODOLOGY SHEET

APPENDICES A-F

**Return of Documentation**

**EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A CONTRACTOR TO PROVIDE AND MANAGE THE BAR SERVICE AT ARDS INTERNATIONAL GUITAR FESTIVAL 2025**

**should be completed and returned by email to: arts@ardsandnorthdown.gov.uk**

Alternatively, the completed submission can be posted or hand delivered to Ards Arts Centre, Town Hall, Conway Square, Newtownards. BT23 4NP for attention of the Arts Centre Coordinator. The envelope should be clearly marked: **EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A CONTRACTOR TO PROVIDE AND MANAGE THE BAR SERVICE AT ARDS INTERNATIONAL GUITAR FESTIVAL 2025**

**1. BACKGROUND**

Ards and North Down Borough Council is in the east of Northern Ireland, covering the Ards Peninsula, most of Strangford Lough and the southern shore of Belfast Lough. It comprises an area of 228 square miles, which combines attractive coastline with many pleasant open spaces. The borough has a population of 157,000. The Council provides a range of services to residents, as well as support for businesses and visitors.

**Our Purpose**

Our purpose is to make Ards and North Down the best place to live, work, visit and invest.

**Our Vision**

Our vision is that Ards and North Down will be a place to be proud of which is more prosperous, vibrant, healthy, and sustainable and where people enjoy an excellent quality of life.

Further information about the Council can be found on the Council’s website at http://www.ardsandnorthdown.gov.uk.

**Range of Services**

The Council engages in a range of Local Authority activities including but not limited to, Leisure Services, Community Services, Parks and Open Spaces, Tourism, Cultural Facilities, Refuse Collection, Street Cleansing, Environmental Health/Technical, Registration of Deaths, Births and Marriages, Burial Grounds, Public Conveniences, Administration, Employment, Finance, Economic Development, Building Control, Planning (including local Development Planning functions), Local Roads, Public Realm, Rural Development, Urban Regeneration, Community Planning and Local Economic Development.

Ards and North Down Borough Council has identified a need for the following requirement and is seeking to appoint a suitable contractor for the provision, operation and management of a bar service for Ards International Guitar Festival 2025. Two ticketed, fully seating concerts will take place at the Queen’s hall in Newtownards that require bar provision.

**2. SPECIFICATION**

Ards and North Down Borough Council wish to invite Expression of Interest from operator/s to provide, operate and manage bar services at a specified arts event in 2025.

An important element of many of these events is the provision of bar services. The Council seeks to appoint a competent contractor to manage this aspect of the programme. It is important that the appointed contractor manages all aspects of this service from recruitment of bar staff, venue layout (in agreement with Council), infrastructure, payment and application for a temporary alcohol license.

We will work with the appointed contractor to share previous experience and venue knowledge.

**CONTRACTORS ARE INVITED TO APPLY FOR ANY OR ALL OF THE BELOW EVENTS**.

**Event currently identified as requiring this service:**

* **ARDS INTERNATIONAL GUITAR FESTIVAL**, QUEENS HALL, NEWTOWNARDS – FRIDAY 11 AND SATURDAY 12 APRIL 2025

**Fees**

Fees for these events have already been set by Council.

The fee for this service is based on the successful contractor retaining the monies collected from the bar, minus any infrastructure costs over and above those agreed with Council.

The fee for the appointment of the bar service is stated below in point 4 – Event Requirements & Fees

**SPECIFICATION Cont.**

1. The successful contractor will be responsible for all appointments of bar provision and management of the service.

2. The successful Contractor must ensure that the outlet has sufficient numbers of management and competent bar staff to cover the provision of bar services at each of the designated sites. The consumption of alcohol is not permitted to staff/security working at the events.

3. It is mandatory that the bar outlet is manned by qualified SIA Staff to manage the entry and exit to bar **(Minimum requirements per event is listed in the event information). Council have authorisation to forbid the trade of bar services if these requirements are not complied with.**

4. The Contractor shall supply to the Council, if requested, details of all income and expenditure for each event.

5. Electricity and water will be supplied by Ards and North Down Borough Council but any outlet using own generators must use Super silent generators that operate not in excess of 70 dBA at 7 metres.

6. The successful contractor and staff must manage all vehicles onsite for setup and take down. Vehicles are only authorised to the site by permission from ANDBC events staff.

7. The successful contractor must ensure all waste and packaging is cleared from the bar outlet and taken away before and after the event. If this is not adhered to a penalty charge will be invoiced to the contractor after each event. Red bins will be supplied for the bar area.

8. ANDBC will have a number of recycling stations in place for the event however these are for public use only. All packaging and waste must be removed from the site by the successful contractor.

**THE SUCCESSFUL CONTRACTOR WILL PROVIDE:**

1. A suitable serving area will be agreed to suit the venue. Position and size to be agreed on site on appointment. Contractor to set up and dismantle bar area. Contractor to provide staff for bar service and table service and manage throughout the event.

2. Liquor/Drinks Licence.

3. Tills/card payment facilities and the supply and dispensing of all beverages.

4. Full compliance with the Council’s newly adopted environmental standards. All

glassware must be fully recyclable or compostable.

5. Maintenance of site in a clean and reasonable condition.

6. Own security for bar storage area

7. The successful contractor will retain all monies from the bar facility

8. Relevant Public & Employers Liability Insurance.Value £10m Public Liability and

£5M Employers Liability.

9. The applicant is requested to advise what sponsorship / partnership they can bring on i.e: Working with breweries and distilleries who can sell and promote their locally produced drinks within the Borough.

10. All potential suppliers to the Council are reminded that the Terms and Conditions

refer to all contractors and personnel including sub-contractors.

11. ANDBC will arrange a meeting for each event to discuss staffing and to discuss venue layout.

**ARDS AND NORTH DOWN BOROUGH COUNCIL WILL PROVIDE:**

1. venue with designated bar area/serving hatch

2. Access to the venue in advance for set-up

3. Alcohol free zone for U18’s

4. Lighting if required

5. Toilet facilities

6. Utility services

7. Professional First Aid

8. 2 x SIA Staff

**3. EVENT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Trading Hours** | **Venue** | **Estimated**  **Attendance** |
| **Ards International Guitar Festival**  **Location:** Queens Hall, Newtownards. BT23 | Friday 11 April and Saturday 12 April 2025  7.30pm-11pm | Queens Hall, West Street, Newtownards | 220 per day  Ticketed events |

Attendance Figures are based on the 2024 figures and may vary.

SIA staffing levels are set at a minimum - final SIA staff number will be subject to the contractor’s own risk assessment. Please advise if additional numbers are required.

**4. EVENT REQUIREMENTS & FEES**

**Site visits with ANDBC event team prior to each event is mandatory - the requirements, location and times noted below are subject to change until details of each event is finalised. Dates of the event are subject to change.**

**The Council reserves the right to add or remove any requirements for events during the period of contract/event season.**

|  |  |  |
| --- | --- | --- |
| **EVENT** | **REQUIREMENTS** | **FEE** |
| **Ards International Guitar Festival**  Location: Queens Hall, Newtownards. BT23 | Indoor Site: One bar facility supplier on site providing beer, wine, locally produced beers and artisan spirits and soft drinks.  Table Service required during shows | £0  *Currently no fee as this is a ticketed/set attendee event* |

**5. PREVIOUS EXPERIENCE**

Please provide evidence of previous relevant experience of **two** similar

Contracts within the past 5 years – Page 15

**6. FEES**

Non-applicable on this occasion

**7. INSURANCE**

Failure to provide the following documentation will result in your submission being rejected:

Public Liability Insurance of £10 million and Employers Liability of £5 million – copy of certificates to be provided with submission.

**8. TERMINATION/CANCELLATION OF CONTRACT**

Please note that, once appointed, the successful contractor must inform the Council if they are not in a position to fulfil the contracted events as specified - the contract will be terminated and the contract will be offered to the bar supplier who was awarded second place.

**9. PERIOD OF CONTRACT**

The contract will be for a period of 1 year from the date of the award 1 April 2025– 31 March 2026, with an option to extend for a further two 12-month periods at the sole discretion of the Council.

**10. SUBCONTRACTORS**

All companies must familiarise themselves with the terms and conditions, in particular sections '6.2 Standard of Work, 17.2 Health and Safety and Section 18 Insurance and Indemnity'. All potential suppliers to the Council are reminded that the Terms and Conditions refer to all contractors and personnel including sub - contractors.

**11. OTHER INFORMATION**

Notice to amend the Contract must be provided by either party in writing one week in advance of any proposed change of circumstances, but in any case, the Council reserves the right to terminate the contract if a reasonable standard of service is not being provided by the contractor.

**12. AGREEMENT**

Initiation of Contract Meeting – a meeting to agree terms of reference will take place on appointment of the successful contractor.

**EXPRESSION OF INTEREST – CRITERIA ASSESSMENT**

**Selection and Award Criteria**

A two-stage process will be used to assess the submissions for this Expression of Interest.

**STAGE 1: SELECTION CRITERIA**

Applicants will be assessed against the following criteria. Only those who gain a pass grade in all areas of Stage 1 will proceed to the Stage 2 Assessment:

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **PASS** | **FAIL** |
| Provision of valid Public Liability Insurance of £10 million – copy of certificates to be provided |  |  |
| Provision of valid Employers Liability Insurance of £5 million – copy of certificates to be provided |  |  |
| Signed agreement with Ards and North Down Borough Council’s Environmental Management Conditions (Page 10) |  |  |
| Signed agreement with all Health and Safety requirements as outlined in Ards and North Down Borough Council’s policy and completion of Ards and North Down Borough Council’s Health and Safety Questionnaire (Page 11 – 14) |  |  |
| Previous relevant experience of two similar contracts within the past five years (Page 15) |  |  |

Successful submissions after Stage 1 will then be evaluated against the following criteria:

**STAGE 2: AWARD CRITERIA**

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| **Methodology** – Expression of interest submission should give a clear outline of how you will approach and carry out this contract. Particular attention should be paid to demonstrate the following:  \* Company background; details of previous event bar operations and performance demonstrating quality service and with reference to operating a recycling policy.  \* Description of proposed bar set up (images of previous set ups can be included)  \* Evidence of innovation and providing quality bars at events  \* Evidence of partnership working particularly with Local Authorities | 100% |

**ENVIRONMENTAL MANAGEMENT**

**EXPRESSION OF INTEREST FOR THE PROVISION, OPERATION AND MANAGEMENT OF BAR SERVICES AT ARDS INTERNATIONAL GUITAR FESTIVAL**

**TO BE COMPLETED BY VENDOR**

I/We agree to operate under the environmental management conditions as set out by the Ards and North Down Borough Council with regard to control and disposal of waste.

[https://www.ardsandnorthdown.gov.uk/downloads/All-POL-001-02\_Sustainability\_and\_Climate\_Change\_Policy.pdf](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ardsandnorthdown.gov.uk%2Fdownloads%2FAll-POL-001-02_Sustainability_and_Climate_Change_Policy.pdf&data=05%7C02%7CHeather.Shields%40ardsandnorthdown.gov.uk%7C0276cd42d0414412ee5208dc2247d76f%7C39416dee5c8e4f5cb59d05c4bd0dd472%7C0%7C0%7C638422939196419469%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=XlYqZuB%2F4GUtcp5C7e%2Bbxqic7yEL4%2FNc6dMVr7wTWSg%3D&reserved=0)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEALTH AND SAFETY POLICY**

**ARDS AND NORTH DOWN BOROUGH COUNCIL**

STATEMENT of the general policy of the Council with respect to the health and safety at work of its employees and the organisation and arrangements for the carrying out of that policy.

1. This statement has been prepared for the purposes of Article 4 of the Health and Safety at Work (Northern Ireland) Order 1978 (hereinafter referred to as “the Order”).

# G E N E R A L P O L I C Y

1. The Council recognises and accepts its duty under the Order, to ensure so far as is reasonably practicable, the health, safety and those aspects of welfare at work which are the subject of health and safety regulations of all its employees.
2. In particular, the Council recognises and accepts that the matters to which this duty extends includes:
   1. the provision and maintenance of plants and systems of work that are, so far as is reasonably practicable, safe and without risk to health.
   2. arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
   3. such information, instruction, training and supervision, so far as is reasonably practicable, to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
   4. so far as is reasonably practicable, with regard to any place of work under its control, the maintenance of it in a condition that is safe and without risks to health and provision and maintenance of means of access to and egress from it that are safe and without such risks.
   5. the provision and maintenance of a working environment for its employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

4. The Council further recognises and accepts its duty to consult any safety representatives appointed from amongst its employees with a view to the making and maintenance of arrangements which will enable the Council and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the Council’s employees and in checking the effectiveness of such measures.

1. The Council further recognises and accepts its duty, if requested by safety representatives in any workplace, to establish a safety committee having the function of keeping under review the measures taken to ensure the health and safety at work of Council employees at that workplace.
2. The Council further recognises and accepts its duty to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in its employment, who may be affected thereby, are not exposed to risks to their health or safety.
3. The Council will take such steps as appear to it from time to time to be necessary or desirable to bring to the notice of every employee – (a) his duty, under Article 8 of the Order, while at work:
   1. to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
   2. as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

and (b) the provisions of Article 9 of the Order to the effect that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare in pursuance of any of the relevant statutory provisions.

I/We agree to operate under the above Health and Safety as set out by the Ards and North Down Borough Council.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ards and North Down Borough Council**

**HEALTH AND SAFETY ASSESSMENT – VENDOR QUESTIONNAIRE**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Council must be satisfied that suppliers submitting an Expression of Interest are committed to the practices of health and safety and that they fulfil all legal obligations to ensure the health, safety, and welfare of their employees and of those (the general public and Council employees) who may be affected by the operation of the contract.

It is important that the questionnaire below is completed fully, and that all supporting documentation requested is supplied. Further information may be requested at a later stage.

**You must supply the following documentation:**

|  |  |  |
| --- | --- | --- |
|  | **DOCUMENTATION** | **Office Use only** |
| 1. | Health and Safety Policy Statement; Organisation and Arrangements. |  |
| 2. | Copy of existing Employer’s Liability Insurance Certificate. |  |
| 3. | Copy of existing Public Liability Insurance Certificate. |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **QUESTION** | **Office Use Only** | |
| 1. | What is the name and title of the person in your organisation who is responsible for Health & Safety?  Name:  Title: |  | |
| 2. | What is the name and title of the safety officer employed by the company?  Name:  Title: |  | |
| 3. | What are their relevant qualifications?  Qualifications: | |  |

|  |  |  |
| --- | --- | --- |
| 4. | Have you ever been prosecuted as a result of any injury or fatality sustained by any employee or member of the public? If “yes” please give details: |  |
| 5. | Are there any prosecutions relating to the above still outstanding?  If “yes” please give details: |  |
| 6. | Have you ever been issued with a Prohibition or Improvement Notice, in the last 3 years, by an enforcing authority?  If “yes” please give details: |  |
| 7. | Have you been prosecuted by any enforcing authority for breaches of health and safety in the last three years?  If “yes” please give details: |  |

**Please check that you have included all relevant documentation.**

**EXPRESSION OF INTEREST FOR THE PROVISION, OPERATION AND MANAGEMENT OF BAR SERVICES AT ARDS INTERNATIONAL GUITAR FESTIVAL**

**PREVIOUS RELEVANT EXPERIENCE**

Please list at least **two relevant projects** carried out within the last **FIVE** years, together with contract period, value, contact name and telephone number. Please note that the Council may make contacts with previous Clients.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Client** | **Description of contract** | **Contract**  **period** | **Value** | **Contact name and phone number** |

**EXPRESSION OF INTEREST FOR THE PROVISION, OPERATION AND MANAGEMENT OF BAR SERVICES AT ARDS INTERNATIONAL GUITAR FESTIVAL**

**METHODOLOGY**

**Please Detail How You Will Carry Out the Contract Requirements - Attach any imagery of bar, tables and seating you can provide at each event:**

**EXPRESSION OF INTEREST FOR THE PROVISION, OPERATION AND**

**TERMS AND CONDITIONS – SERVICES**

Please ensure that you have read the terms and conditions, which can be found on the Council’s website, [ANDBC\_Services\_Contracts\_Terms\_and\_Conditions\_Feb\_22.pdf (ardsandnorthdown.gov.uk)](https://www.ardsandnorthdown.gov.uk/downloads/ANDBC_Services_Contracts_Terms_and_Conditions_Feb_22.pdf) before completing the following statement.

I/We have read the terms and conditions and agree to abide by same.

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position in Company**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If successful, you will be required to sign additional forms regarding Child Protection and Data Protection which can viewed on [www.ardsandnorthdown.gov.uk](http://www.ardsandnorthdown.gov.uk)

**COMPLETED SUBMISSIONS SHOULD BE RETURNED BY:**

**FRIDAY 06 DECEMBER 2024 AT 12 NOON**

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**FRIDAY 29 NOVEMBER 2024 AT 12 NOON**

**APPENDICES**

**PLEASE ENSURE THAT YOU HAVE READ AND COMPLETED WHERE NECESSARY**

A Bribery, Collusion and Canvassing Declaration

B Fair Employment Declaration

C Freedom of Information

D Contact Details

E Form of Tender

F Applicant’s Declaration

**Appendix A – Bribery, Collusion & Canvasing Declaration - TO BE COMPLETED BY ALL COMPANIES**

I / We certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the quotation by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this quotation, any of the following acts: -

Communicate to a person other than the person calling for those quotations, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of tender.

Enter into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any quotation to be submitted.

Offer or pay or give or agree to pay or give any sum of money or valuable consideration, directly or indirectly to any person for doing or having done or causing or having caused to be done, in relation to any other tender or proposed tender for the said work, any act or thing of the sort described above.

Engaged in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK.

In this certificate the word “person” included any persons and anybody or association, corporation or unincorporated and “any agreement or arrangement” included any such transaction, formal or informal and whether legally binding or not.

I / We hereby certify that I / we will / will not comply with all applicable laws, statutes, regulations, and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 (Relevant Requirements).

I / We hereby certify that I / we have not and will not canvas or solicit any Member, Officer or Employee of the Council in connection with the preparation, submission and evaluation of this quotation or award or proposed award of the contract and that to the best of my / our knowledge and belief, no person employed by me / us or acting on my / our behalf has done, or will do, such an act.

I / We hereby certify that, to the best of my / our knowledge and belief, no person who is a Councillor, Officer, Servant or Agent has any direct or indirect interest, in or connection with the Organisation.

|  |  |  |  |
| --- | --- | --- | --- |
| I / We |  | | |
| Of (insert address) | |  | |
| hereby declare that I am / we are in acceptance of the requirements of the Bribery, Collusion and Canvassing Clauses as detailed above | | | |
| Signed By | | | Date |
| Duly authorised to sign for and on behalf of | | |  |

**Appendix B – Fair Employment Declaration - TO BE SIGNED BY ALL COMPANIES**

|  |  |
| --- | --- |
| FAIR EMPLOYMENT  DECLARATION AND UNDERTAKING TO BE SIGNED BY ALL CONTRACTORS  ARDS AND NORTH DOWN BOROUGH COUNCIL  FAIR EMPLOYMENT AND TREATMENT [NI] ORDER 1998 | |
| 1. | Article 64 of the Fair Employment and Treatment [N.I.] Order 1998 ["the Order"] provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64 also provides that the Public Authority shall take all such steps as are reasonable to secure that no work is executed, or goods or services supplied for the purpose of such contracts as are mentioned above by an unqualified person. |
| 2. | An unqualified person is either an employer who, having been in default in the circumstances specified in Article 62(1) of the Order, has been served with a notice by the Equality Commission for Northern Ireland stating he is not qualified for the purposes of Article 64 to 66 of the Order, or an employer who, by reason of connection with an employer on whom has been served a notice to that effect, has also been served with such a notice. |
| 3. | Mindful of its obligations under the Order, the Council has decided that it shall be a condition of inclusion or retention on its Approved List that a Contractor shall not be an unqualified person for the purposes of Article 64 to 66 of the Order. |
| 4. | Contractors are therefore asked to complete and return the attached Declaration/Undertaking, and shall be required at any stage, before acceptance of a Tender by the Council, to confirm that they are not unqualified persons, and to undertake that no work shall be executed, or goods or services supplied by an unqualified person for the purposes of any contract with the Council to which Article 64 of the Order applies. |
|  | Signed: |
|  | Duly authorised to sign for: |
|  | Dated: |

**Appendix C – Freedom of Information Statement**

**TO BE SIGNED BY ALL COMPANIES**

Ards and North Down Borough Council (hereafter called ‘The Council’) is subject to the terms of the Freedom of Information Act 2000. Any information, which comes into the possession of the Council, will be subject to disclosure under the provisions of that Act, unless an exemption applies. Only the Council can make a decision regarding whether information is disclosable or not. In arriving at the decision, the Council will take account of the nature of the information, exemptions provided for in the Act, and the Public Interest. If the information is disclosable, the Council has no discretion to prevent its disclosure.

Up to and including the evaluation process, all the information provided by Vendors to the Council will be considered to be of a confidential nature. Beyond the evaluation process, the provisions of the Act will govern what the Council is obliged to disclose. The evaluation process will be deemed to have been completed when the Council has made its decision, or Management Team has decided that the particular procurement exercise is not viable.

Vendors should be aware that the information provided in the completed tender and contracted documents could be disclosed in response to a request under the Freedom of Information Act. We will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by Vendors will be accepted “in confidence” and the Council accepts no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

The Council has no discretion whether or not to disclose information in response to a request under the Freedom of Information Act unless an exemption applies. Disclosure decisions will be taken by appropriate individuals in the Council having due regard to the exemptions available and the Public Interest in maintaining the exemption.

Vendors are required to highlight information that they include in the procurement documents, which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular issues concerning trade secrets and commercial sensitivity should be highlighted. Vendors are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, the Council will not accept any contractual term that purports to restrict disclosure of information held by the Council in respect of the contract or procurement exercise save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with the Council.

The Council will consult with Vendors, where it is considered appropriate, in relation to the release of controversial information relating to them.

I acknowledge Council policy in respect of Freedom of Information

**Signed………………………………………………... Date…………………...**

**Appendix D – Contact Details**

**EXPRESSION OF INTEREST**

**FOR THE PROVISION, OPERATION AND MANAGEMENT OF BAR SERVICES AT ARDS INTERNATIONAL GUITAR FESTIVAL 2025**

**Please complete this form with your Company details and include it with your submission:**

1 Company Name: Please include trading name if different.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Address, for correspondence of permanent business residence.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Postcode:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 Telephone Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5 Email address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6 Name of person to contact in connection with this submission:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7 Position in Company:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8 Mobile Telephone number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9 Website [if applicable]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10 Additional information

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix E – Form of Tender**

**TO BE COMPLETED BY ALL COMPANIES**

**EXPRESSION OF INTEREST FOR THE PROVISION, OPERATION AND MANAGEMENT OF BAR SERVICES AT ARDS INTERNATIONAL GUITAR FESTIVAL 2025**

**Name of Supplier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I/We ………………………………………………………… having examined the above Expression of Interest documentation, undertake to perform the said services in accordance with the terms of the Expression of Interest documents.

Unless and until a formal agreement is prepared and executed this Form of Tender, together with our written acceptance thereof, shall constitute a binding contract between us.

I/We understand that the Council does not bind itself to accept the lowest or any Tender it may receive.

# As witness our hand this…………. day of ……………………………2024

Signature(s) of Contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPLETED SUBMISSIONS SHOULD BE RETURNED BY**

**FRIDAY 06 DECEMBER 2024 AT 12 NOON**

**ANY CLARIFICATIONS SHOULD BE RECEIVED NO LATER THAN**

**FRIDAY 29 NOVEMBER AT 12 NOON**

Appendix F – Applicant’s Declaration

**EXPRESSION OF INTEREST – DECLARATION FOR ALL APPLICANTS**

It is a requirement of all Expressions of Interest to Ards and North Down Borough Council that applicants complete this declaration.

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have completed the enclosed documentation in respect of my/our Expression of Interest for the provision and operation of bar services at Tourism Events in 2024 and declare that the following documents have been completed and enclosed where applicable:

a. Compliance with Food Hygiene Legislation and evidence of

all certification where required Yes/No

b. Completed Environmental Management Information Page 10 Yes/No

c. Signed Health & Safety agreement and completed questionnaire

Pages 11-14 Yes/No

d. Completed Relevant Experience Page 15 Yes/No

e. Completed Certificate as to Bribery, Collusion and Canvassing

Appendix A Yes/No

f. Completed Fair Employment – Appendix B Yes/No

g. Completed Freedom of Information – Appendix C Yes/No

h. Completed Contact Details Form Appendix D Yes/No

i. Completed Form of Tender – Appendix E Yes/No

j. Completed Applicant’s Declaration – Appendix F Yes/No

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name [Block Capitals] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALL OF THE ABOVE LISTED DOCUMENTS MUST BE COMPLETED AND RETURNED. FAILURE TO DO SO WILL RESULT IN THE SUBMISSION NOT BEING ACCEPTED.