**Gosport Borough Council**

**Pilot Concessions Opportunity**

**Part B – Response to Pilot Concession Opportunity**

**Response Deadline: 26 May 2022 at 12:00**

**Please state which Lot you are bidding for (refer to part A for Lot numbers). Part B must be completed for each Lot.**

|  |
| --- |
| **I am bidding for Lot:**  |

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1. **SERVICE PROVIDER DETAILS**

Please answer the following questions in full.

|  |  |
| --- | --- |
| 1.1 | Full name of the potential supplier submitting the information, insert response below |
|  |
| 1.2 | Registered office address (if applicable), insert response below |
|  |
| 1.3 | Registered website address (if applicable), insert response below |
|  |
| 1.4 | Trading status (please delete all classifications that are not applicable)1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please provide information on your trading status below)
 |
|  |
| 1.5 | Company registration number (if applicable) |  |

|  |  |  |
| --- | --- | --- |
| 1.6 | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? |  |
| 1.7 | Are you able to provide a copy of your audited accounts for the last full year, if requested?Suppliers are also required to provide the details set out in section A. Alternatively where suppliers cannot provide the details outlined in section A, the Council will require the information outlined in section B or C below - | Yes [ ] No [ ]   |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes [ ]  No [ ]   |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes [ ] No [ ]   |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes [ ] No [ ]   |

1. **MANDATORY REQUIREMENTS**

Minimum Mandatory Criteria – This must be completed by the respondent, failure to complete this will disqualify any bid from the evaluation process and any submission will be struck out.

|  |  |  |
| --- | --- | --- |
| **Ref**  | **Requirement** | **Please confirm compliance and insert (x) into the appropriate box** |
| MR1 | The Respondent confirms acceptance of the Scope and Specification as set out in Part A (Section 2) | YES(PASS) |  |
| NO(FAIL) |  |
| MR2 | The Respondent confirms acceptance of the Health and Safety, Food Hygiene and Insurance requirements as set out in Part A (Section 2) | YES(PASS) |  |
| NO(FAIL) |  |
| MR3 | The Respondent confirms acceptance of the Administration and Legal Fees that will be payable by the successful bidder on completion of the licence (see Section 4 of Part A) | YES(PASS) |  |
| NO(FAIL) |  |
| MR4 | The Respondent confirms acceptance of the requirements of the Councils Concessions Policy (Appendix 1) | YES(PASS) |  |
| NO(FAIL) |  |
| MR5 | The Respondent confirms acceptance of the requirements of the Councils Concessions Licence Template (Appendix 2) | YES(PASS) |  |
| NO(FAIL) |  |

1. **PRICE**

|  |  |
| --- | --- |
| Price | Weighting: 100% |
| Please provide your Pitch Fee offer for the full season period 10th June - 30th September  |
| £ |

1. **SERVICE DETAILS**

|  |
| --- |
| Please explain, in as much detail as you can, information about your proposed offering, kiosk, services, products and pricing. Pictures are encouraged, and pictures of the kiosk set up are required, these can be provided in a separate document, but you can refer to them in your response below. |
| **Response:** |

|  |
| --- |
| Please explain your proposed waste management and disposal procedure (method of litter and refuse disposal) |
| **Response:** |

# ENCLOSURES CHECKLIST

**THANK YOU FOR TAKING THE TIME TO RESPOND TO THIS OPPORTUNITY.**

To ensure your bid is evaluated properly, the Council needs to have a complete response from you.

**Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.**

Please tick the appropriate box where you have completed the section.

|  |  |
| --- | --- |
| **CHECKLIST:**  |  |
| **Please also ensure that you have:** | **Tick Below** |
| Provided a completed part B per Lot and stated which Lot number this form relates to  | **[ ]**  |
| Completed the service provider details section in Part B. | **[ ]**  |
| Completed the Mandatory Requirements section in Part B | **[ ]**  |
| Completed the Price section in Part B  | **[ ]**  |
| Completed the Service Details section in Part B. Details of your service offering to support your bid in as much detail as possible, and explained your proposed method of waste management and disposal procedure as stated in Part A. | **[ ]**  |
| Provided photos/images/menus/brochures of your service to support the details provided in section 4 of Part B, as required in Part A | **[ ]**  |

1. [↑](#footnote-ref-1)