

Tender Documents

Part 1 – Invitation to Tender & Information for Tenderers

Request for Tender (RFT)

**Operation of the Roma Airport Café
(Management Agreement)**

Closing Time:

**10 am
(Australian Eastern Standard Time)
6 June 2022**

RFT Number:

22040

INTRODUCTION

Council is seeking tenders for the operation of the Roma Airport Café (Management Agreement).

Flexible with the term of the Management Agreement and the type of service provided, Council invites you to provide information about what your business can offer this important regional facility including details of:

- Business model
- Food and Beverage Preparation and Service;
- Operating Hours;
- Menu; and
- Customer Service and Staffing.

About the Roma Airport

Situated just seven kilometres from Roma's town centre, the Roma Airport accommodates daily passenger services to and from Roma and Brisbane. A passenger service to and from Roma and Charleville operates on select days.

Roma Airport can be accessed from the Carnarvon Highway (the first entrance on the left if travelling north from Roma).

The number of passengers that use the facility on an annual basis is dependent on activity within the region, however **estimates** indicate that approximately 40,000 (approximate current levels) to 80,000 passengers per annum will travel through the Airport.

The opening times of the Airport can change due to Airline schedule changes (current schedule is provided in Part 3 – Specification), but generally are:

- (i) Monday – Friday hours of operation are 8:40 am – 7:30 pm.
- (ii) Saturday hours of operation are 10:40 am – 11:55 am.
- (iii) Sunday hours of operation are 14:00 pm – 19:30 pm.

About the Tender

Details of Council's requirements are included in Part 3 – Specification.

After the evaluation, and if a suitable Tenderer is selected, Council will prepare a management agreement.

The successful Tenderer must carry out the services outlined in the documents in accordance with all relevant Australian Standards and Statutory requirements, Tender documents and Management Agreement terms and conditions.

Tender Number:	22040
Opening Time:	13 May 2022
Closing Time: (clause 1 – Conditions of Tender)	10 am – 6 June 2022
Tender: (clause 1 – Conditions of Tender)	Part 1 - Invitation to Tender & Information for Tenderers Part 2 - Conditions of Tender Part 3 - Specification Part 4 - Tender Response Part 5 – Draft Management Agreement
Site Inspection:	Prospective Tenderers are invited to inspect the Café site by contacting Customer Service on 1300 007 662.
Format for any Tender material provided in electronic form: (clause 5.1 – Conditions of Tender)	As compliant with Vendorpanel
Tenders must be open for acceptance for this amount of time: (clause 7.5 – Conditions of Tender)	90 days from the Closing Time
Evaluation criteria and weightings to be applied: (clause 9 – Conditions of Tender)	Refer to the Tender Response
Any additional information to be designated as 'Confidential Information': (clause 1, clause 12 – Conditions of Tender)	As required by the individual Tenderer