



Tender Number:	RFT212207
Tender Title:	Supply of Catering Services for Light Meals/Snacks, Council Meetings and Citizenship Ceremonies
Tender Description: <i>Reg 17(2)(a)</i>	<p>The City of Melville ("City") is seeking a suitably qualified and experienced Contractor to undertake the supply of catering services for Council meetings and Citizenship ceremonies, also catering services for light meals and snacks for the City's staff meetings. From time to time, the Contractor may also be required to provide catering services for other meetings or ceremonies that have similar catering needs. Unless agreed in writing between the City's Representative and the Contractor, all Council meetings and citizenship ceremonies shall take place at the City's Civic Centre 10 Almondbury Road, Booragoon, Western Australia 6154.</p> <p>The Contract period is for an initial term of 24 months with one additional 24 month option periods which will be exercised at the sole discretion of the City. The City will appoint one Contractor for the provision of the services under the Contract.</p>
Advertising Details:	08 September 2021 West Australian Newspaper
Tender Deadline:	23 September 2021 2:00pm (AWST)
Tender Opening:	23 September 2021 2:05pm (AWST)
Employees Present for Opening: <i>Reg 16(3)(a)(i)</i>	Janis Sinclair, Procurement Officer
	Simon Taroo, Sourcing and Contracts Officer
Members of the Public Present: <i>Reg 16(3)(b)</i>	N/A

Tenderers <i>Reg 17(2)(e)</i>		ABN	ACN
1.	Ultimo Catering & Events	33 131 343 390	

Advertisement Notice

Reg 17(2)(d)



**RFT212207 - Supply of
Catering Services for
Light Meal/Snacks,
Council Meetings and
Citizenship Ceremonies**

Offers are invited from suitably qualified and experienced contractors for the above Request for Tender.

A copy of the Request documentation must be obtained by registering your details via the City of Melville tender portal website: www.tenderlink.com/melville

Offers must be submitted electronically via the City's e-tendering portal no later than 2:00pm (AWST) **Thursday 23rd September 2021.**

All enquiries should be directed to **Amy Packham** on **9364 0305.**

Offers that are late or submitted by facsimile, email or in hard copy will not be accepted. The City reserves the right to reject any or all Offers and the lowest Offer will not necessarily be accepted. Canvassing of City of Melville Councillors or staff will disqualify Respondents from the evaluation process.

Marten Tieleman
Chief Executive Officer

Successful Tenderer(s):

Reg 17(2)(f)

Ultimo Catering and Events

Tender Awarded by:

The tender was awarded under Delegated Authority DA-027 following the Contract Tender Advisory Unit Meeting

Date of Meeting:

26 October 2021

Value of Successful Tender(s)

Reg 17(3)

Schedule of Rates

Anticipated expenditure over the term of the contract
\$160,500.00 per annum (without Citizenship Ceremonies)

\$722,640.00 over 4 years (with year 1 without
Citizenship Ceremonies)

Contract Signed:

7 December 2021