



SURFMOOT CANTEEN TENDER INFORMATION

Tenders for the Canteen for Surfmoot 2010 will close at the September Meeting (Wednesday 16th 2009).

Running the canteen can be a great fundraiser with profits usually starting around \$500.

If you feel that you've got what it takes to run the canteen fill out a tender application form e-mail it in and bring a copy along to the September meeting with all the required information.

Before you come to the meeting, please read & fill out the information below for your responsibilities as a tenderer at Surfmoot.

HOW TO APPLY:

Let the Committee know (email:tenders@surfmoot.com) or contact the Chairman-Cam Adamson (0400 067 458) or Vice-Chairman-Laura Watling (0407 211 574) by the **12th September**.

Attend the **September** meeting on the **16th (7:45pm @ Victorian Rover Centre, Highland Ave, Mt Waverley)** and bring along a completed copy of the tender application form (see below), a detailed proposal/outline of your tender & any relevant documentation.

By putting in a tender for Surfmoot you and your Crew/Group/Sub-Committee/etc agree to the below mentioned terms and conditions of this document.

TENDER INFORMATION AND REQUIREMENTS:

1. The tenders must be presented by Wednesday 16th September 2009, for judging of who is successful.
2. The Committee reserves the right to determine the location of the Canteen.
3. The goods and/or services must be available for the entirety of Surfmoot.
4. Items to be sold must be at a competitive price. A list of items to be sold, quantity, sell price and expected profit, must be presented with tender documents.
5. Parties must nominate & supply the details of at least one contact responsible for the tender.
6. The tender documents must also include the method of selling, the expected number of people that will provide the goods and/or service.
7. There is a fee of \$20 per person in attendance for any part of the weekend to cover the costs of camping fees. Accommodation is available at the discretion of the Committee.
8. The successful tender must provide a compulsory and non redeemable contribution of \$130 for the canteen (for program advertisement). Within 3 months of the awarding of the successful tender a copy of the advert & menu that the tenderer is wishing to place in the program must be given to the program co-ordinator.
9. All parties must be prepared to comply with the relevant health, hygiene and safety regulations (including obtaining certificates, training, and maintaining professional conduct). All relevant certificates must be presented to the Committee within 2 months of the awarding of the tender.
10. Parties must notify the Committee before Surfmoot, of any changes to pricing, etc. These must be made in writing and presented to the Surfmoot Committee at the next meeting.
11. A financial statement must subsequently be provided by the 2009 AGM. This should include: the items/quantities sold, sell price and profit, problems encountered/resolved and recommendations for next year.
12. The Committee reserves the right to contact the party at any time, to request further information, or cancel the tender if they feel the tender or the behaviour of those providing the service during the event, does not maintain the main ideals of 'Rovering'.
13. The Committee reserves the right to approach an individual/crew to provide the product/service should it deem all tenders to be unsatisfactory. Alternatively, the Committee may choose to provide the product/service themselves.



SURFMOOT 2010 CANTEEN TENDER APPLICATION FORM

Crew/Group/Sub-Committee/etc Name: _____

Point of Contact

Name: _____

Phone: _____

Email: _____

Postal: _____

Category of Tender: Canteen

Training and Certificates relevant to tender:

Approved By:			
	Signature	Full Name	Date