

Surfmoot Tender Information

Tenders for 2008 will close at the October meeting.

At Surfmoot, crews are given the opportunity to tender for and then sell items at the event. The most common items sold by crews include:

- stubby holders
- hats
- can slings

These items are usually sold in conjunction with the Cas Terras Van. This list is not exhaustive so if you or your crew feels that you can sell another/different item at Surfmoot, put in a tender.

Crews also have the opportunity to tender for the running of the bar or the canteen. Running either the bar or the canteen can be great fundraisers for a crew with profits usually around \$1000.

If you feel that you've got what it takes to run the bar, canteen or organise selected merchandise, fill out a tender application form and bring it along to the October meeting with all the required information. Before you come to the meeting, please read the information below for your responsibilities as a tenderer at Surfmoot.

HOW TO APPLY

Let the committee know (email: <mailto:surfmoot@gmail.com> or contact the Chairman- Stephen Rahill 0422 230 058) what you would like to tender for by the **12th October** so that an agenda can be put together. Then attend the **October meeting on the 17th (8pm @ Rover HQ, Highland Ave, Mt Waverley)** and bring along a completed copy of the tender application form, a proposal/outline of your tender & any relevant documentation.

TENDER INFORMATION AND REQUIREMENTS:

- Tenders fall under 3 categories: Canteen, Bar, & Miscellaneous (stubby holders, hats, can slings, cash-4-cans, ice, snow cones ... basically any item for fundraising).
- All tenders must be in by the Wednesday 17th Oct, 2006, for judging of who is successful.
- The goods and/or services must be available for the entirety of Surfmoot.
- Within one month of the awarding of the successful tender a copy of the advert that the tenderer is wishing to place in the program must be given to a member of the Surfmoot committee, preferably the program co-ordinator.
- Parties must nominate & supply the details of at least one contact responsible for the tender.
- 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.

- The tender documents must also include the method of selling, the expected number of Rovers that will provide the goods and/or service.
- The successful tender must provide a compulsory and non redeemable contribution of \$120 for the canteen and bar, or \$70 for the ice and miscellaneous tenders (for program advertisement). This applies for each tender awarded.
- 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 two months of the awarding of the tender.
- Parties must notify the Committee before Surfmoort, of any changes to pricing, etc. These must be made in writing and presented to the Surfmoort committee at the next meeting.
- A financial statement must subsequently be provided by the 2006 AGM. This should include: the items/quantities sold, sell price and profit, problems encountered/resolved and recommendations for next year.
- 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 Rover behaviour on the weekend, does not maintain the main ideals of 'Rovering'.
- 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.

By putting in a tender for Surfmoort you and your rover crew agree to the above mentioned terms and conditions of this document.

Surfmoot 2008 TENDER APPLICATION FORM

Crew/Group/Sub-Committee/etc Name:

Point of Contact:

Name:

Phone:

Email:

Postal:

Category of Tender (please circle):

Bar

Canteen

Miscellaneous (e.g. Merchandise, Ice)

If Miscellaneous, item proposing to sell:

Training and Certificates relevant to tender:

Method of Selling (please circle):

Cas Van

Self

Combination of the two