



Invitation to submit expression of interest to provide an onsite Canteen service at (insert school name)

Wellard Village Primary School is seeking expressions of interest for the operation of a Canteen service from the school site, commencing 1st of February 2024.

Parent and community feedback indicates that an onsite Canteen service will be well utilised, and a highly valued service to the school community.

Ideally, the canteen would be expected to operate a recess (morning tea) and lunch service from Monday to Friday. The successful operator will need to adhere to the Department of Education [Healthy Food and Drink in Public Schools Policy](#).

Enrolments

The expected enrolment numbers for 2024 is 450 students. This is expected to grow to 550 students in 2025 and 650 students by the beginning of the 2026 school year.

Premises

A purpose-built canteen will be available for use including; multiple bench tops for food preparation, a cool room/refrigerator, oven and cooktop, storeroom/pantry, sinks. Office space will also be made available for administrative tasks.

The successful provider will be required to contact the City of Kwinana Health Services to discuss the proposed use of the school's canteen facility and establish the required Food Premises Risk Rating.

Licence Agreement

The successful provider will be required to sign a 5-year licence agreement with the Department of Education. The licence agreement will include an agreed annual licence fee which is fixed for 12 months and then subject to review.

Process

This process is open to all interested providers. Open expressions of interest are invited in the form of a written statement and should address the following:

- Sample food menus and pricing.
- Proposed hours of operation.
- Annual Licence fee to be paid to the school.
- Staffing ratios and arrangements.
- Complaints policy and procedures.
- Demonstration of previous/current service delivery in similar settings.
- Commitment to sustainable practices; and
- Any other information you wish to provide to support your EOI.

After the closing date, all expressions of interest will be considered by the Principal, Deputy Principal and Manager Corporate Services of Wellard Village Primary School. From the expressions of interest, up to three providers may be requested to make a formal presentation to the School Board and P&C. The School Board will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by December 15th 2024.

Next step

Expressions of interest must be submitted in writing and can be posted or emailed using the details below:

PRIVATE AND CONFIDENTIAL
Jaclyn Huts
Principal
Wellard Village Primary School
Jaclyn.Huts@education.wa.edu.au

Respondents should include the following detail with their submission:

(a) Name of Legal Entity:
(b) ACN (if a company):
(c) Registered address of Company or address of principal place of business:
(d) Business Name:
(e) ABN:
(f) Contact Person:
(g) Contact Person Position Title:
(h) Email:
(i) Telephone:

Expressions of interest must be received no later than 9am on November the 30th 2023.

Expression of Interest Conditions

The “Expression of Interest Conditions” are contained in the Part A of the *Request Conditions and General Conditions of Contract* [November 2022] located at www.wa.gov.au/government/publications/request-conditions-and-general-conditions-of-contract-november-2022 and contain important provisions regarding the nature of this Expression of Interest and the consequences of the Respondent submitting an Offer. The Respondent is deemed to have read and considered the Request Conditions prior to submitting an Offer.