



Invitation to submit expression of interest to provide an onsite Canteen service at Secret Harbour Primary School

Secret Harbour Primary School is seeking expressions of interest for the operation of a Canteen service from the school site, commencing Monday 7th October 2024.

Parent and community feedback indicates that the onsite Canteen service is a highly valued service provided to the school community.

Under the current arrangement, the canteen operates a recess (morning tea) and lunch service 5 days per week. The successful operator will need to adhere to the Department of Education [Healthy Food and Drink in Public Schools Policy](#).

Enrolments

The current enrolment number for 2024 is 670 students. This number is not expected to vary greatly over coming years.

Premises

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

There is an opportunity for the service provider to utilise the facility outside of canteen operating hour use for private business purposes. Any approved use outside of normal canteen operating hours will be limited to food preparation purposes only.

The successful provider will be required to contact City of Rockingham 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 Secret Harbour Primary School. From the expressions of interest, up to three providers may be requested to make a formal presentation. The Principal, Deputy Principal and Manager Corporate Services of Secret Harbour Primary School will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by 9th August 2024.

Next step

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

PRIVATE AND CONFIDENTIAL

Lisa Fletcher
Principal
Secret Harbour Primary School
178 Maratea Parade
Secret Harbour WA 6173
Or
secretharbour.ps@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 4pm Friday 2nd August 2024.

Expression of Interest Conditions

The “Expression of Interest Conditions” are contained in the Part A of the *Request Conditions and General Conditions of Contract* [August 2023] located at <https://www.wa.gov.au/government/publications/request-conditions-and-general-conditions-of-contract-august-2023> 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.