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**Catering Tender – Halewood Town Council**

**Halewood Town Council is keen to hear from catering companies who can provide catering for a range of events at its Arncliffe and Hollies Hall Centres.**

There are frequent requests to provide catering for parties, weddings, funeral gatherings and other events. The council wishes an organisation to act as its ‘recommended supplier’ for such functions for the period January 2020 to January 2022 (with a review in October 2020).

The Hollies and Arncliffe Centres lie at the heart of the growing Halewood community. The centres provide a wide range of community services and also serve as a hub for social functions and family events. Both settings have the provision of licenced bars with staffing provided via the Town Council.

After having issues with the supply of catering, in September 2018 the Town Council brought in Express Catering, who have since performed a good service for our clients and received much praise.

However, as part of the Council's standard procedures, the contract must go through a tendering process to determine who should be chosen to be the next catering contractors.

Anyone wishing to be put on a list of interested parties must contact the Town Council on 0151 443 2063 or email [gerry.allen@knowsley.gov.uk](mailto:gerry.allen@knowsley.gov.uk) and complete the non-collusion questionnaire along with a letter detailing their company, the costs for providing catering to functions and the formal expression of interest by Monday 23rd December 2019, 12 noon, to Halewood Town Council, The Arncliffe Centre Road, Arncliffe Road, Halewood, L25 9PA.

**Declaration of Non-Collusion**

To: Halewood Town Council

The essence of selective tendering is that Halewood Town Council shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, I/we certify that this is a bona fide tender, intended to be competitive and that I/we have not and will not (either personally or by anyone on my/our behalf):-

1. Fix or adjust the amount of the tender (or the rate and prices quoted) by agreement with any other person.

2. Communicate to anyone, other than the person calling for this tender, the amount or approximate amount or terms of the proposed tender (except other than in confidence, where essential to obtain professional advice or insurance premium quotations required for the preparation of the tender).

3. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tenders to be submitted.

4. Canvass or solicit any member, officer or other employee of the Council in connection with the award of this or any other Council contract or tender.

5. Offer, give or agree to give any inducement or reward in respect of this or any other Council contract or tender.

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| Signed (as in Tenders) duly authorised  to sign | ………………………………………………. |
| For and behalf of | ………………………………………….…… |
| Date | …………………………………………..….. |

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