**GATESHEAD COUNCIL**

**Invitation to apply for Gateshead Council Mobile Concessions Approved Supplier List**

CONTRACT PARTICULARS

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| **Contract Particulars** | | | | |
| **Contract Title** | | Invitation to apply for Gateshead Council Mobile Concessions Approved Supplier List | | |
| Council | | Gateshead Council | | |
| Contractor | |  | | |
| Commencement Date | | [ ] | | |
| Period of Approved List | | 28th June 2018 for a period of 60 Months | | |
| Framework Agreement | |  | | No |
| To be called off by order – please delete as appropriate | | Yes | |  |
| Settlement Period | | Payment of any undisputed invoice shall be made by the Concessionaire no later than thirty (30) days from the date of the invoice unless pre-payment is stipulated. This will be made clear within the terms of the mini-competition. Concessionaires must adhere to payment terms as outlined within mini-competition documentation. | | |
| Services, Goods, Concession or Works | | Concession | | |
| Specification or description | | Gateshead Council holds short and long term events throughout the Gateshead Borough, some of which will require Concessions to support the events.  The Council has put in place an Approved List for Mobile Concessions (List) to cover future events in Gateshead.  Concessionaires (The Contractor) must meet the mandatory criteria set out within the ITT in order to be considered for trading at future events.  The List (Contract) will be split in to 10 Lots (Concession Categories).  Concessionaires may apply for one or more Lots however; they must only apply for the Lot(s) relevant to their own categories/specialism.  Entry onto this List is not a guarantee of business. Those Concessionaries who are successfully awarded a place on the List may then be invited to participate in a Further Competition (relevant to their Lot(s)) when requirements arise. | | |
| Address for Notice | | Postal address for serving Notice, Authorised Officer, Telephone No, Fax No, Email Address] | | |
| Management Fee (%) | | **1%** to be paid in accordance with the attached management fee schedule. | | |
| **Council authorised officers** | | | | |
| **Name** | **Position** | | **Contact details** | |
| **Susan Scott** | **Operations Manager** | | **0191 433 5516, susanscott@gateshead.gov.uk** | |
| **Caroline Preston** | **Cultural Funding and Commercialisation Officer** | | **0191 433 2986, carolinepreston@gateshead.gov.uk** | |
| **Chris Strong** | **Service Manager** | | **0191 433 2708**  **Chrisstrong@gateshead.gov.uk** | |

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| **Contractor Manager** | | | |
| **Name** | | **Contact details** | |
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| **Contractor Key Personnel** | | | |
| **Name** | **Position** | | **Contact details** |
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| **Insurance** | |
| **Insurance type** | **Minimum level** |
| Employer’s liability insurance | **£5 Million** |
| Public liability insurance | **£5 Million - Lots 2 to 8**  **£10 Million – Lots 9 and 10** |
| Product Liability Insurance | **£5 Million** |

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| **Financial Management Information (Please delete as appropriate)** | |
| **Size**  **(**Based on number ofFTE’s (Full Time Equivalents) the organisation currently employs) | Micro Organisation (<10 Employees)  Small Organisation (10 – 49 Employees)  Medium Sized Organisation ( 50- 249 Employees)  Large Organisation (250+ Employees) |
| **Location** **(**Based on the address at which the Council would be required to place an order, identify the location at which your organisation is based) | Gateshead  Sunderland  Newcastle  North Tyneside  South Tyneside  County Durham  Northumberland  Based in North East Region (but not in the areas listed above)  Based in England (but not in the North East Region)  Based outside of England |
| **Address from which the contract will be delivered** | Insert Address |
| **Address for placing orders** | Insert Address |
| **Voluntary Organisations** **(**If the organisation is a Voluntary Organisation, identify the classification(s) that best describes the company structure) | Question Not Applicable  Unincorporated Association  Charitable Trust  Charitable Company  Community Interest Company  Industrial & Provident Society (Co-operative)  Industrial & Provident Society (Ben Com)  (DEFINITIONS PROVIDED AT THE END OF THIS DOCUMENT) |
| **BME** (Does the organisation work largely for the Black and Ethnic Minority communities?) | Yes/No |
| **Fair Trade**  (Does the organisation provide goods that are recognised as Fair Trade?) | Yes/No |
| **Environmentally Friendly** **(**Does the organisation consider itself to be an Environmental Friendly Supplier?) (For example, they hold an environmental policy, they set environmental objectives, they understand the impact their organisation has on the environment etc) | Yes/No |
| **Payments**  Bank Account and Sort Code to receive BACS payment of invoices following an Official Order.  Please note – invoices will not be paid without the Councils Official Purchase Order number being displayed | Account Number: XXXXXXXXXX  Sort Code XX-XX-XX |

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| Voluntary Organisation Definitions |
| Unincorporated Association  *This is a legal structure for Voluntary and Community Organisations.*  *It covers small un-constituted volunteer led groups, through to registered charities. Unincorporated Associations, if constituted, will have a management committee and individual members of the management committee are legally liable for the management of the organisation.* |
| Charitable Trust  *A trust is a registered charity, but is an organisation which will not have a membership, nor will it employ a significant number of staff to carry out any kind of business.*  *A charitable trust or foundation is a legal organisation registered with the Charity Commission which can be set up by anyone who has decided that they want to set aside some of their assets or income for charitable causes.*  *They are registered charities and can be registered as companies or unincorporated associations.*  *The trust is governed by a trust deed which includes the charitable purposes that the trust will work within.* |
| Charitable Company  *An Voluntary and Community Sector organisation which is incorporated that has registered with Companies House generally as a Company Ltd by Guarantee and because it has charitable objectives is also a registered charity with The Charity Commission.*  *Incorporation means that it is the organisation which is the legal entity and the liability of individual members of the management committee is limited.* |
| Community Interest Company  *This is a specific legal structure for an organisation which operates as a social enterprise.*  *To register as a CIC organisations must be not for profit and have within their governing document an asset lock which means that all income generated must go back in to the organisation to provide financial sustainability.*  *CIC's are registered with Companies House and therefore come under Company Law and are regulated by the CIC Regulator within Companies House.*  *CICs cannot be registered charities even if they have charitable objectives.* |
| Industrial & Provident Society (Co-operative)  *An industrial and provident society is an organisation conducting an industry, business or trade, either as a co-operative or for the benefit of the community, and is registered under the Industrial and Provident Societies Act 1965.*  *The FSA is the registering authority for societies, which register under the Industrial, and Provident Societies Act 1965 (I&P Act 1965). They have limited liability in the same way as Companies Ltd by Guarantee.*  *Co-operatives trade for the mutual benefit of their members* |
| Industrial & Provident Society (Ben Com)  *As above except societies for the benefit of the community, which trade to benefit the broader community, and the Registrar will refer to charity law. Societies for the benefit of the community are granted charitable status by the taxation authority, HM Revenue and Customs, rather than the Charity Commission.* |