

Dear Sirs

10th November 2008

INVITATION TO ATTEND A COMPETITIVE DIALOGUE MEETING WITH THE UNIVERSITY OF SUNDERLAND.

Dear

Following your recent pre-qualification questionnaire submission for Catering Services for the University of Sunderland you have been successfully shortlisted for the following areas:

Delete as applicable

Catering Services (including cafés and retail)

Hospitality Services

Vending Services

A pre-tender meeting will take place on XXXXXXXXXX where you will receive further information explaining the tender process and a vision to what Catering arrangements the University expects to have in place in 2009. The Meeting will take place in XXXXXXXXXXXXXXXXXXXX at XXXXXXXX

You will be expected to prepare a 15 minute presentation in relation to the following statement:

“Why should the University of Sunderland consider your company to provide catering/retail, hospitality, vending (**delete as applicable**). What is your unique selling point?”

The criteria listed below will be used by the University to assess your suitability to manage the catering Lots on offer when we invite you to tender and therefore ask you to consider these areas during the meeting discussions:

1. Suitability/Similar experience
2. Price and cost effectiveness – Please consider what types of financial options your company will be willing to discuss/offer in relation to Catering Services (**delete this statement for those suppliers not doing Catering Services**)
3. Service Delivery
4. Risk Transfer/Mitigation – The University is keen to see a variety of proposals with regard to types of contract arrangements the provider will be willing to discuss/offer (**delete this statement for those suppliers not doing Catering Services**)
5. Cultural Fit
6. Acceptable references and site visits

Should you have any questions you wish the University to discuss at the Competitive Dialogue Meeting about the tendering process or information relating to the Catering Lots please email tenders@sunderland.ac.uk by Monday 17th November.

Yours sincerely

Maureen Casey
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