

**SURFMOOT 2025 TENDER APPLICATIONS**

**GENERAL TENDERS**

At Surfmoot, Rover Units and other parties are given the opportunity to sell items as a fundraising initiative.

If you would like to sell an item/service at Surfmoot, fill out the attached tender application form and email it to the Surfmoot Secretary.

**Secretary:** Charlie O’Neill - secretary@surfmoot.com

**KEY DATE**

**Tender Applications Close:** 11:59pm on Friday 15th of November

**Tender Presentation Meeting:** 7:30pm on Wednesday 20th of November 2024
 Held in person at the Victorian Rover Centre
 Highland Ave, Oakleigh East VIC 3166
 Also via Zoom, details available upon request

**HOW TO APPLY**

1. Read the Terms and Conditions listed below.
2. Fill out the tender application form attached in this document.
3. Email the completed application form and supporting documentation to the Surfmoot Secretary (secretary@surfmoot.com) by the due date. Supporting documentation includes:
* A detailed proposal of the tender, including: list of things being sold, list of people involved in providing the goods/services etc.
* Budget
* A draft advertisement for your product/service
* Any other supporting documentation required (e.g. RSA, Food Safety)
1. Attend the November Surfmoot meeting, either at the Victorian Rover Centre or via Zoom, to present the tender to the Surfmoot Committee. Please bring the completed application form and supporting documentation to the meeting.
2. All applicants will receive an email by Friday 29th of November regarding the outcome of their application.



**TERMS AND CONDITIONS**

1. Applications for merchandise that compete directly with official Surfmoot merchandise will not be accepted without special exception through Committee approval.
2. Eumeralla is strictly a “no glass” campsite. All items offered must not contain any glass.
3. Goods and/or services must be available for the entirety of Surfmoot.
4. Items to be sold must be at a competitive price.
5. A complete list of items/ services to be sold must be provided as part of the application.
6. A draft advertisement must be provided to the committee within 1 month of being awarded the tender.
7. Successful tender parties must provide a compulsory and non-redeemable contribution of $50 for tender advertising. This payment must be made within one week of the completion of the event.
8. Successful tender parties who do not submit an advertisement will still need to pay the $50 advertising fee.
9. All individuals involved with the tender must be prepared to comply with relevant health, hygiene and safety regulations. This includes obtaining certificates, training, and maintaining appropriate professional conduct. All relevant certificates must be presented to the committee within 1 month of the awarding of the tender.
10. The committee must be notified of any changes to the tender that are made before or during the event (pricing, quantities, people involved, etc.). This must be advised in writing before the event, and will be subject to the Chair’s approval.
11. Any changes made to the tender during the event are subject to the Chair’s approval.
12. After the event, a financial statement must be provided by the 2025 AGM (March 2025). This should include:
	1. Quantities sold
	2. Profits
	3. Problems and issues with the tender
	4. Recommendations for future tenders
13. The committee reserves the right to contact the tender party at any time to request further information or cancel the tender during the event if:
	1. They feel the behaviour demonstrated by those involved with the tender at anytime during the event does not is in breach of the event Code of Conduct, or is otherwise not acceptable Scouting/Rovering behavior
	2. They are unsatisfied with the tendering at any time
14. By submitting a tender for Surfmoot, you and your party agree to the above mentioned terms and conditions of this document



**APPLICATION FORM**

**NOTE: Please fill out this form digitally and email to the Surfmoot Secretary upon completion**

|  |  |
| --- | --- |
| Unit/Group/Formation Name |  |
| Representative’s Name |  |
| Email Address |  |
| Phone Number |  |

|  |  |
| --- | --- |
| Product/Service |  |
| Brief Explanation of the Product/Service |  |
| Who/What will the profits go to? |  |
| Method of Sale |  |

|  |  |
| --- | --- |
| Have you ever tendered a product or service in the past five years? (If yes, give details) |  |