

**Returned and Service's League of Australia (NSW Branch)
State Congress EOI Registration and Pre-Qualification
Questionnaire**

Contact Details:

1. Title:First Name:.....Last Name:.....
2. Name of Business/Company:
3. Trading Name:.....
4. ABN:.....
5. Street Address Line 1:.....
Street Address Line 2:.....
Town/City: State/Territory:
Post Code.....Tel: (.....).....
Mobile: Fax: (.....).....
Email:
4. How long has the business/company been in operation?
5. How many principals/partners involved in the company?
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6. Is your business/company registered for GST purposes? Y or N
7. Have you ever provided event catering and/or accommodation services to the Returned and Services League of Australia? Y or N.
8. (If yes – provide brief description – to include name of venue & location, length of contract, expiry date, and referee & contact telephone number)
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9. Current business/operation(s):

No. of business outlets/operations?

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Brief description of services provided:

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No of employees: – F/T, P/T, Casual?

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Other information relevant to support application: *Please attach additional relevant information to support your application.*

Note: An Agreement will be negotiated to operate the provision of event catering and/or accommodation services.

The Returned and Services League of Australia wishes to appoint an operator with a potential starting date of May 2013. The League’s ‘Vision’ for the event catering and accommodation service is to provide a client and customer focused service which offers value for money, fresh, quality food with fast, efficient and courteous service to delegates, VIP’s, members and guests that will enhance the appeal and the culture of the State Congress.

The event is generally staged over 3 days including:

- Sub-Branch Seminar on day one (approximately 500-600 attendees);
- Official Ceremonies, Award Presentations and Working Sessions and Congress Dinner on day two (approximately 250-300 attendees); and
- Working Sessions and meeting closure.

However, the League may look at making changes to the working agenda that may reduce Congress to two days. This is yet to be determined.

Applicants will be provided with a detailed EOI brief once their suitability has been determined.

Please return this questionnaire to administration@rthospitality.com or by fax to 02 9986 3177.