



## GUIDANCE NOTES & CONDITIONS – EXPRESSIONS OF INTEREST

### CAFETERIA/CATERING UNIT AT LATHBURY SPORTS COMPLEX - UNIT A1, 3 BUFFADERO LANE, GIBRALTAR

1. Expressions of Interest (EOI) are invited for the fitting out and operation of a cafeteria / catering unit compatible with the Lathbury Sports Complex, which is managed by the Gibraltar Sports & Leisure Authority (GSLA).
2. Applicants are required to bid the cash premium sum they are willing to pay to secure a licence for a period of 5 years. The renewal of the licence will be conditional on HMGoG's and the GSLA's satisfaction of the performance of the service.
3. All costs in respect of the works required to fit out the unit for use, including those of any infrastructure required, will be borne by the successful applicant.
4. Viewings will be arranged by appointment only and limited to small groups. These will be arranged via LPS but will require liaison with the GSLA as managers of the Lathbury Sports Complex.
5. As part of their EOI, the applicant shall submit details of the design and specification of the proposal and any other detail(s) that may assist HMGoG in determining their preferred proposal. Any proposal will require approval by the Development and Planning Commission and obtain all necessary permits and licences.
6. The applicant shall be required to complete and submit (together with their proposal) an EOI Cover Sheet (available from LPS), which shall specify the premium sum offered to His Majesty's Government of Gibraltar (HMGoG).

7. The successful applicant will be required to adhere at all times, to the rules and regulations imposed by the GSLA as managers of the Lathbury Sports Complex, which will include, but not be limited to, opening and closing hours.
8. The GSLA will monitor the successful applicant to ensure satisfactory performance and to prevent any interference with their management of the Lathbury Sports Facility.
9. A small number of tables and chairs will be permitted to be placed within a designated boundary.
10. The applicant shall provide with its submission, evidence of its financial capability to carry out the fit out works and pay the premium sum offered. It will also have to confirm the source of such funds.
11. The applicant shall be deemed to have visited the premises and carried out all necessary surveys investigations and inspections and have collected all information required for its submission.
12. The applicant shall provide details (if any) of previous experience operating a cafeteria/catering establishment.
13. The applicant shall be considered to have become familiar with all laws and regulations that may affect the operation of a cafeteria/catering unit.
14. HMGoG or its agents shall not be responsible nor pay any expense or loss which may be incurred by an applicant in the preparation of any EOI submission.
15. The information provided in these Guidance Notes and Conditions is not guaranteed with respect of accuracy, currency, exhaustiveness or completeness and HMGoG (or its agents) accepts no responsibility for the information or interpretations placed on the EOIs submitted by

applicants. Applicants should submit their EOI based on their own investigations and determinations.

16. All applicants will be required to give consent to the Royal Gibraltar Police (RGP) to release details of any convictions, if the RGP are requested to do so by HMGoG or any authorised company or agency.

17. By submitting an Expression of Interest, the individual/entity consents to their name being published in any future tender award notices.

18. Expressions of Interest with all accompanying documents and plans clearly marked "CAFETERIA / CATERING UNIT AT LATHBURY SPORTS COMPLEX" shall be submitted sealed and addressed to HM Government of Gibraltar and deposited in the Expressions of Interest Box (with a digital version on a USB memory stick inside the envelope) situated at the offices of Land Property Services Limited, Suite 6B (3<sup>rd</sup> Floor) Leanse Place, 50 Town Range, Gibraltar, to arrive not later than NOON ON FRIDAY 8<sup>th</sup> MARCH 2024.

**EXPRESSIONS OF INTEREST RECEIVED AFTER THE CLOSING TIME AND DATE MAY NOT  
BE ACCEPTED.**