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**Derry City & Strabane**  
District Council

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Comhairle  
**Chathair Dhoire &  
Cheantar an tSratha Báin**

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**Derry Cittie & Stràbane**  
Destrict Cooncil

**Reference: T BUS18-118**

**City Cemetery Office Space - Leasing Opportunity**

Derry City & Strabane District Council  
Council Offices  
98 Strand Road  
Derry  
BT48 7NN

Email: [tenders@derrystrabane.com](mailto:tenders@derrystrabane.com)

Web: [www.derrystrabane.com](http://www.derrystrabane.com)

## Introduction

Derry City and Strabane District Council seek Applications from interested parties in relation to the lease of office space within the Gate Lodge Building, City Cemetery, Lonemoor Road, Derry.

Those who wish to apply must demonstrate in their application that their business/project or other initiative can in some way relate to the Council's Cemetery Service provision and would enhance or provide additional service to the general public in a bereavement/genealogical or Cemeteries Heritage, related manner.

### 1.0 Available Space

Office accommodation of approximately 264 square feet with both internet and phone facility. The rent of this space will be free of charge for the initial 24 month period. Council will cover costs associated with heat, light and power and successful applicant will be responsible for all other cost including insurances, broadband access etc.

### 2.0 Those interested in submitting proposals must complete the attached similar projects form and application;

A full synopsis of your business, project or other initiative clearly demonstrates how this will enhance or provide additional services to the general public in terms of Cemeteries Services.

### 3.0 Enquiries

Should any party be in doubt as to the interpretation of any part of the documents they must detail these in writing and forward to Council for consideration. All queries must be submitted in writing to arrive with Procurement not later than 12 noon, 29<sup>th</sup> by email to: [tenders@derrystrabane.com](mailto:tenders@derrystrabane.com)

All copies of written queries received, together with written replies will be sent to all Tenderers not later than 5 days before the date of return of Tenders.

In order to ensure receipt of written replies, all **prospective parties are therefore requested to register their intent to tender in writing to Procurement** by email, not later than ????, including full contact details and indicating Tender will be submitted.

### 4.0 Submission of Applications

Applications must be submitted by ??? and should be forwarded, by registered post or delivered by hand and a receipt obtained to:

*"City Cemetery Office Space - Leasing Opportunity"*


Mr John Kelpie  
Chief Executive  
Derry City & Strabane District Council  
98 Strand Road  
Derry  
BT48 7NN

Please provide 2 copies of your Applications. These copies will enable your submission to be reviewed.

**Application:**

Contact Details: Name: Address: Mobile Number: E-mail Address:	
Name of Business; Project or Initiative:	
Project synopsis / description and scope of services to be provided in relation to a possible tourism, history, genealogy project.	
Demonstrate how this business, project or initiative will enhance other services relating to current Cemetery Service Provision.	
How do you propose working in partnership with Council to promote and develop your business / project / initiative	

Applications will be assessed and scored on the following evaluation criteria:

Criteria	Weighting
<b>Stage 1</b>	
<p><b>Company Experience</b></p> <p>The Tenderer shall supply a list of three similar contracts, carried out within the past three years.</p> <p>Please fill out and return document below. Failure to return this document may lead to a fail mark.</p> <div style="text-align: center;">  <p>Similar Contracts.docx</p> </div>	Pass/Fail
<b>Stage 2</b>	
Project synopsis / Description – what service will be provided and how will it enhance Council’s Cemetery Service	60%
Added Value - Benefit to Council, linkage to existing services	40%