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Tender

## **City of London Guildhall Events Catering Framework**

City of London Corporation

F02: Contract notice

Notice identifier: 2025/S 000-001013

Procurement identifier (OCID): ocids-h6vhtk-04cf81

Published 13 January 2025, 12:31pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

City of London Corporation

Guildhall

London

EC2P 2EJ

#### **Contact**

Robert Pine

#### **Email**

[robert.pine@cityoflondon.gov.uk](mailto:robert.pine@cityoflondon.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKI31 - Camden and City of London

**Internet address(es)**

Main address

[www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://cityoflondon.ukp.app.jaggaer.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://cityoflondon.ukp.app.jaggaer.com>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

City of London Guildhall Events Catering Framework

Reference number

itt\_COL\_10

### **II.1.2) Main CPV code**

- 55520000 - Catering services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

The spend for City internal events for 2022/24 is approx. £950,000, the framework list of approved caterers will also be available to external clients hiring events spaces at the Guildhall, with all arrangements and including payment of catering services solely negotiated between external client and the caterer.

### **II.1.5) Estimated total value**

Value excluding VAT: £950,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKI31 - Camden and City of London

### **II.2.4) Description of the procurement**

The nature of the procurement is to establish a new list of caterers to provide catering services at the Guildhall for City events including the use by external clients hiring events spaces at the Guildhall. The new list of approved suppliers will take effect from 1 January 2026.

The Guildhall event catering specification details the expectations and requirements for catering at Guildhall.

The duration of the Framework Agreement for the Guildhall Events Catering as indicated in the Specification will be for a core period of three (3) years. In addition, the Authority reserves the right, at its sole discretion, to extend this Framework Agreement by up to one (1) year, therefore the maximum duration of the Framework is four (4) years.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £950,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 January 2026

End date

31 January 2028

This contract is subject to renewal

Yes

Description of renewals

The duration of the contract is 3 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to one (1) year. The maximum length of the contract is therefore four (4) years.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 14

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

11 February 2025

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

11 February 2025

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

This tendering exercise is being undertaken using the electronic tendering system 'City of London Corporation Sourcing & Contracts Portal' (<https://cityoflondon.ukp.app.jaggaer.com>).

Suppliers will need to register an interest on the system in order to participate and registration is free.

The estimated value given at II.2.6) is for the full duration of the contract including the maximum possible extensions. The estimated annual contract value is therefore £237,500

### **VI.4) Procedures for review**

**VI.4.1) Review body**

High Court of England and Wales

London

WC1A 2LL

Country

United Kingdom

**VI.4.2) Body responsible for mediation procedures**

Cabinet Office

70 Whitehall

London

SW1A 2AS

Country

United Kingdom

**VI.4.4) Service from which information about the review procedure may be obtained**

High Court of England and Wales

London

WC1A 2LL

Country

United Kingdom