This is a published notice on the Find a Tender service: https://www.find-tender.service.gov.uk/Notice/001013-2025

Tender

City of London Guildhall Events Catering Framework

City of London Corporation

F02: Contract notice

Notice identifier: 2025/S 000-001013

Procurement identifier (OCID): ocds-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

Country

United Kingdom

Region code

UKI31 - Camden and City of London

Internet address(es)

Main address

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

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

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

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

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**