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Tender

# City of London Guildhall Events Catering Framework

City of London Corporation
THE MAYOR AND COMMONALTY AND CITIZENS OF THE CITY OF LONDON

F02: Contract notice

Notice identifier: 2022/S 000-002245

Procurement identifier (OCID): ocds-h6vhtk-030f5e

Published 25 January 2022, 10:45pm

## **Section I: Contracting authority**

### I.1) Name and addresses

City of London Corporation

Guildhall

London

EC2P 2EJ

**Email** 

Robert.Pine@cityoflondon.gov.uk

**Telephone** 

+44 2076063030

Country

**United Kingdom** 

**NUTS** code

UKI - London Internet address(es) Main address www.cityoflondon.gov.uk I.1) Name and addresses THE MAYOR AND COMMONALTY AND CITIZENS OF THE CITY OF LONDON **PO BOX 270** London EC2P 2EJ Contact Robert Pine **Email** robert.pine@cityoflondon.gov.uk Country **United Kingdom NUTS** code UKI - London

## Internet address(es)

Main address

www.cityoflondon.gov.uk

## I.2) Information about joint procurement

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

N/a

The contract is awarded by a central purchasing body

### I.3) Communication

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

www.capitalesourcing.com

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.capitalesourcing.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 15447

#### 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 2019/20 approx £920,000, the framework list of approved caters 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: £1,000,000

#### II.1.6) Information about lots

This contract is divided into lots: No

#### II.2) Description

#### II.2.3) Place of performance

**NUTS** codes

• UKI - London

Main site or place of performance

The Guildhall, 72 Basinghall St, London, EC2V 7HH

#### 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 2023.

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: £1,000,000

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

Start date

1 January 2023

End date

31 December 2025

This contract is subject to renewal

Yes

Description of renewals

additional 12 month extension

#### 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: 50

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Not Applicable

#### 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

28 February 2022

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

Tender must be valid until: 1 September 2022

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

Date

28 February 2022

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 'capitalEsourcing' (<a href="www.capitalesourcing.com">www.capitalesourcing.com</a>). 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 £920,000 for City Events, external clients can also use approved suppliers for events held at the

| Guildhall.  |
|---|
| 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  |