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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): ocids-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 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: £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' (www.capitalesourcing.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 £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