

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/003059-2024>

Tender

## **Coffee 066-2024 Supply of Coffee Products at Manchester Central Convention Complex**

Manchester City Council

F02: Contract notice

Notice identifier: 2024/S 000-003059

Procurement identifier (OCID): ocids-h6vhtk-0435ad

Published 30 January 2024, 1:34pm

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

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

Manchester City Council

Manchester Central, Petersfield

Manchester

M2 3GX

#### **Contact**

Mr Luke Sheldon

#### **Email**

[l.sheldon@manchestercentral.co.uk](mailto:l.sheldon@manchestercentral.co.uk)

#### **Telephone**

+44 16183427003245

#### **Country**

United Kingdom

**Region code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

<http://www.manchester.gov.uk>

Buyer's address

<http://www.manchester.gov.uk>

**I.2) Information about joint procurement**

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

**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**

Coffee 066-2024 Supply of Coffee Products at Manchester Central Convention Complex

Reference number

DN708884

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

- 15860000 - Coffee, tea and related products

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

Supplies

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

Manchester Central is currently looking for a supplier to supply 13 Bean to Cup Coffee Machines & to supply ground coffee for use in Bravilor bulk brew machines.

The successful supplier will be providing services to Manchester Central Convention Complex, Manchester Town Hall Complex, Runway Visitors Park and Central Library cafés.

Estimated annual spend is circa £70k. Spend is estimated on current supply. Manchester Central are unable to guarantee such levels of purchasing. The Contract will be for a period of three (3) years from the commencement date of services, with a client only option to extend for up to an additional twelve (12) months. The anticipated Contract start date is 1st May 2024.

As a world-class international convention centre, Manchester Central requires products of the highest quality. The successful supplier will provide coffee products for all onsite retail operations and hospitality events where an excess of 10,000 cups are served per day. Given the dynamic nature of the events industry, the supplier will be expected to respond to orders as required, potentially with a last minute or same day delivery, including Saturday and Sunday orders.

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKD3 - Greater Manchester

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

Manchester Central is currently looking for a supplier to supply:

#### **1. Bean to Cup machine specification**

- Meeting room bean to cup machines offering a full range of hot drinks and hot chocolate options.
- Supply a minimum of 13 machines.
- Coffee Machines need to have a capacity of 150 plus coffees per day and work on mobile locations with or without a flow pump.
- Coffee Machine must have a fresh milk capacity.
- Machines to run on 13amp power.
- Machines will need to provide a minimum of the below products;
  - Americano
  - Espresso
  - Latte
  - Cappuccino
  - Flat White
  - Hot Chocolate
  - All of the above to be served in an 8oz cup.

#### **2. Supply of ground coffee for use in Bravilor bulk brew machines**

- Ground coffee to be provided in either 500g or 1kg bags and must be suitable for use in Bravilor bulk brew machines. These machines are owned by Manchester Central. There is no requirement to provide bulk brew machines within this tender process, just bean to cup

machines, as detailed above.

The successful supplier will be providing services to Manchester Central Convention Complex, Manchester Town Hall Complex, Runway Visitors Park and Central Library cafés.

Estimated annual spend is circa £70k. Spend is estimated on current supply. Manchester Central are unable to guarantee such levels of purchasing. The Contract will be for a period of three (3) years from the commencement date of services, with a client only option to extend for up to an additional twelve (12) months. The anticipated Contract start date is 1st May 2024.

As a world-class international convention centre, Manchester Central requires products of the highest quality. The successful supplier will provide coffee products for all onsite retail operations and hospitality events where an excess of 10,000 cups are served per day. Given the dynamic nature of the events industry, the supplier will be expected to respond to orders as required, potentially with a last minute or same day delivery, including Saturday and Sunday orders.

Manchester Central currently use three different types of coffee machines to aid event delivery with further information listed in the next section.

- Bean to cup machines (to be supplied in this contract)
- Traditional barista machines (owned by Manchester Central)
- Bravor bulk brew machines (owned by Manchester Central)

The successful supplier will be contracted to provide a full maintenance service and detailed SLA on all callouts. As part of your tender submission, please specify your callout process, timeframes for engineers' attendance and spares/parts that engineers carry as routine.

The successful supplier must have the ability to provide additional bean-to-cup machines on a short term basis for extremely high demand events. As part of your tender submission, please specify quantity, any additional costs and the process for managing, short term supply of additional machines.

All bean-to-cup machines are to be provided with the costs built into the contract pricing, with all repairs and maintenance, excluding our traditional barista machines and bulk brew machines, which we own and maintain ourselves.

Manchester Central also require support and training for staff on all aspects of coffee service to insure the highest of quality is always maintained, including regular barista

training.

Lastly, suppliers will be required to recommend and trolley/smart cart solution for 8 of the coffee machines. Units will need to house the pump mechanisms and water containers.

Manchester Central will organise site visits with the two highest scoring suppliers to view the recommend machines, where suppliers will be asked to provide a demonstration of the proposed bean to cup machines as well as a tasting of the recommend products.

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

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

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

Start date

1 May 2024

End date

30 April 2027

This contract is subject to renewal

Yes

Description of renewals

The Contract will be for a period of three (3) years from the commencement date of services, with a client only option to extend for up to an additional twelve (12) months.

#### **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 IV. Procedure**

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

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

Open procedure

#### **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

1 March 2024

Local time

12:00pm

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

English

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

Date

1 March 2024

Local time

12:00pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

#### **VI.4.1) Review body**

Manchester Central Convention Complex Limited

Manchester

Email

[procurement@manchestercentral.co.uk](mailto:procurement@manchestercentral.co.uk)

Country

United Kingdom