

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): ocds-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

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 shot 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 contact 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

Country

United Kingdom