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Tender

The Kiosk KGV

Ferndown Town Council

F02: Contract notice

Notice identifier: 2021/S 000-003391

Procurement identifier (OCID): ocds-h6vhtk-0294a7

Published 19 February 2021, 5:24pm

Section I: Contracting authority

I.1) Name and addresses

Ferndown Town Council

Barrington Centre

Ferndown

BH22 9TH

Contact

Louise Harrison

Email

townclerk@ferndown.gov.uk

Telephone

+44 1202892249

Country

United Kingdom

NUTS code

UK - UNITED KINGDOM

Internet address(es)

Main address

www.ferndown.gov.uk

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA42942

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

www.ferndown.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.ferndown.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

The Kiosk KGV

II.1.2) Main CPV code

- 55520000 - Catering services

II.1.3) Type of contract

Services

II.1.4) Short description

takeaway service for hot/cold drinks and snacks, confectionary, ice creams etc

II.1.5) Estimated total value

Value excluding VAT: £5,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKK2 - Dorset and Somerset

Main site or place of performance

The Pavilion, King George V Fields, Church Road, Ferndown, Dorset BH22 9EN

II.2.4) Description of the procurement

Full tender information available via email to townclerk@ferndown.gov.uk.

Ferndown Town Council is the Sole Trustee for King George's Field Charity and is responsible for managing this site for the enjoyment of its residents and visitors.

The successful contractor will be responsible for the day-to-day provision of services and management of the space called 'The Kiosk' at the Pavilion at KGV specific to this process via a licence arrangement for the provision of the sale a food and drink as a takeaway service to people that visit and use the site (hot and cold drinks, hot and cold snacks, ice creams, lollies, confectionary and similar snacks and refreshments) on a daily trading basis between 1 April 2021 and 31 March 2022, with a re-tender process by 31 March 2022 and subsequently every 3 years.

Additionally, there is a further option to provide catering facilities for our function room in the Pavilion (the Regency Room) for hirers.

Tenderers are requested to submit within the application a detailed breakdown of projected turnover over the 12-month period 1 April 2021 and 31 March 2022 and a monthly/annual percentage fee to cover the licence arrangement.

Council requires the Tenderer to install appropriate equipment and machinery at the site area and manage waste disposal produced as a result of the service provided by the tenderer on site (see appendix 2).

All costs associated with this tender are to be borne by the Tenderer who must sign the license before 31 March 2021 and pay the agreed first quarter fee in advance.

All tender responses must be received no later than 12pm on Friday 19 March 2021 via email to townclerk@ferndown.gov.uk marked "Confidential – tender KGV Kiosk".

All responses will be reviewed at the same time in the presence of at least one Trustee and the Administrator. Responses received after the deadline will be deleted without consideration.

The Charity may require the tender responders to attend future meetings to make a presentation or to answer questions.

The Charity is not bound to accept any of the tender responses.

Successful and unsuccessful tenders will be notified in writing by Tuesday 22 March 2021.

The successful tender will be awarded on a combination of costs, skills, qualifications, experience and quality.

Queries regarding this tender process shall be addressed by email to townclerk@ferndown.gov.uk only. Visits to the site (COVID-19 compliant) can be arranged with the Administrator.

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 April 2021

End date

31 March 2022

This contract is subject to renewal

Yes

Description of renewals

3 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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Food safety standards, health and safety standards (including Risk Assessments and COVID-19 compliance if appropriate),

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

List and brief description of selection criteria

Health and safety, food safety

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

19 March 2021

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

19 March 2021

Local time

12:00pm

Place

Electronically - townclerk@ferndown.gov.uk

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

(MT Ref:222049)

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>