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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](mailto:townclerk@ferndown.gov.uk)

#### **Telephone**

+44 1202892249

#### **Country**

United Kingdom

**NUTS code**

UK - UNITED KINGDOM

**Internet address(es)**

Main address

[www.ferndown.gov.uk](http://www.ferndown.gov.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA42942](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](http://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](http://www.ferndown.gov.uk)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Recreation, culture and religion

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## **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](mailto: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](mailto: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](mailto: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

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## **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](mailto:townclerk@ferndown.gov.uk)

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## **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](mailto: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>