

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/003960-2024>

Planning

## **Open Early Engagement - Coventry University Enterprises Ltd - Conference and Hospitality Services**

Coventry University

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-003960

Procurement identifier (OCID): ocds-h6vhtk-0437b7

Published 6 February 2024, 5:42pm

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

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

Coventry University

Priory Street

COVENTRY

CV15FB

#### **Contact**

Susanna Ting

#### **Email**

[ad9791@coventry.ac.uk](mailto:ad9791@coventry.ac.uk)

#### **Telephone**

+44 2477657688

**Country**

United Kingdom

**Region code**

UKG33 - Coventry

**Coventry University**

Coventry University

**Internet address(es)**

Main address

<https://www.coventry.ac.uk/>

Buyer's address

<https://www.coventry.ac.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/coventryuniversity.aspx/Home.>

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

Body governed by public law

**I.5) Main activity**

Education

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Open Early Engagement - Coventry University Enterprises Ltd - Conference and Hospitality Services

Reference number

FRAM-1156-24-ST

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

- 55520000 - Catering services

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

Services

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

We are looking for potential catering and hospitality service providers to partner with us to run our award-winning Conference Centre, located at Coventry University Technology Park in Coventry, and our off-site facility at Westwood Health including campus-wide Hospitality. Prospective providers will be required to operate our conference and hospitality service provision.

To prepare for this we are conducting an early market engagement to obtain a better understanding of the current market and identify potential service providers, therefore, publishing this PIN without call for competition only at this stage.

The requirement: -

Conference and Hospitality Services

- Conference services including daily duty management, food and beverage provision, fine dining, and function staff were applicable.
- Catering, and hospitality services to various tenants located in CUE's Technology Park and across the main campus.
- Management and operation of the on-site Restaurant facility.

Our needs will include:

- A high-quality service providing affordable, nutritious, and healthy hot and cold food options from both the Conference Centre, hospitality, and the on-site Restaurant.
- To include an out-of-hours fine dining catering provision which may be off-site.
- Catering for small to large hospitality events on a day-to-day basis across campus.

A formal tender process will follow.

If you would like to find out more about us and the opportunity above, please reply to this call for further details regarding the supplier engagement days to be held in March 2024 - giving the name/s of the representative/s attending (no more than 2) and your company/business name (registration closes at 5:00 pm on 12th March 2024), via our In-tend portal, <https://in-tendhost.co.uk/coventryuniversity/asp/Home>.

We are open-minded and are interested to hear suggestions on how you believe the operation can be run.

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

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 55300000 - Restaurant and food-serving services

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

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

Coventry University and Technology Park

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

We are looking for potential catering and hospitality service providers to partner with us to run our award-winning Conference Centre, located at Coventry University Technology Park in Coventry, and our off-site facility at Westwood Health including campus-wide Hospitality. Prospective providers will be required to operate our conference and

hospitality service provision.

To prepare for this we are conducting an early market engagement to obtain a better understanding of the current market and identify potential service providers, therefore, publishing this PIN without call for competition only at this stage.

The requirement: -

#### Conference and Hospitality Services

- Conference services including daily duty management, food and beverage provision, fine dining, and function staff were applicable.
- Catering, and hospitality services to various tenants located in CUE's Technology Park and across the main campus.
- Management and operation of the on-site Restaurant facility.

Our needs will include:

- A high-quality service providing affordable, nutritious, and healthy hot and cold food options from both the Conference Centre, hospitality, and the on-site Restaurant.
- To include an out-of-hours fine dining catering provision which may be off-site.
- Catering for small to large hospitality events on a day-to-day basis across campus.

### **II.3) Estimated date of publication of contract notice**

25 March 2024

---

## **Section IV. Procedure**

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

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

---

## **Section VI. Complementary information**

### **VI.3) Additional information**

A formal tender process will follow.

If you would like to find out more about us and the opportunity above, please reply to this call for further details regarding the supplier engagement days to be held in March 2024 - giving the name/s of the representative/s attending (no more than 2) and your company/business name (registration closes at 5:00 pm on 12th March 2024), via our In-tend portal, <https://in-tendhost.co.uk/coventryuniversity.aspx/Home>.

We are open-minded and are interested to hear suggestions on how you believe the operation can be run.