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Tender

Venues Catering Framework - PGP/2020/1044*

Stoke-on-Trent City Council

F02: Contract notice

Notice identifier: 2022/S 000-005905

Procurement identifier (OCID): ocds-h6vhtk-031daa

Published 3 March 2022, 4:09pm

The closing date and time has been changed to:

6 May 2022, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Stoke-on-Trent City Council

Civic Centre, Glebe Street

Stoke-on-Trent

ST4 1HH

Contact

Mrs Tina Capewell

Email

tina.capewell@stoke.gov.uk

Telephone

+44 1782232952

Country

United Kingdom

NUTS code

UKG23 - Stoke-on-Trent

Internet address(es)

Main address

<https://www.stoke.gov.uk>

Buyer's address

<https://www.stoke.gov.uk>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://supplystokeandstaffs.proactishosting.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplystokeandstaffs.proactishosting.com/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Other activity

Catering supplies and services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Venues Catering Framework - PGP/2020/1044*

Reference number

DN485552

II.1.2) Main CPV code

- 55500000 - Canteen and catering services

II.1.3) Type of contract

Services

II.1.4) Short description

This opportunity is being published by Stoke-on-Trent City Council.

In addition, the City Council is making LOT 1 of this framework available to external customers.

It is proposed that LOT 1 OF THE framework be open to be accessed by external customers.

As such, the value published is £1,600,000.00 – this is the projected approximate combined value for Lot 1, Lot 2 and Lot 3. It is to be noted that Lot 1 does not fall

under Stoke-on-Trent City councils budgets, therefore this will be externally

funded. The Catering supplier will submit invoices for Lot 1 work to the City council

where a commission of 15% will be established and charged to the catering

provider. This commission is levied to not only cover the agency costs but also to recover the city councils cost of overheads associated with the event buildings space/buildings.

This value has been included in the overall projected value of this Framework to give tenderers the true potential values available to them under this Framework Agreement.

Below are the projected values of individual Lots;

Lot 1 - A full range of catering services for all external events, ranging from full banqueting to function - Approximate value per annum: £340k

Lot 2 - Civic events, ceremonies and dinners – organised by or in partnership with the City Council – Approximate value per annum: £50K

Lot 3 - Internal business meetings and conferences organised by or in partnership with the City Council – Approximate value per annum: £10k

Please note that under this framework Stoke-on-Trent City Council gives NO guarantee whatsoever as to future levels of business and the approximate value may fluctuate in line with changing requirements. Any values provided are indicative and not guaranteed

The framework is for a duration of 3 years with the option to extend for an additional year from the agreed date of commencement.

Under this Framework Stoke-on-Trent City Council gives NO guarantee whatsoever as to future levels of business.

II.1.5) Estimated total value

Value excluding VAT: £1,600,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 1 - A full range of catering services for all external events, ranging from full

Lot No

1

II.2.2) Additional CPV code(s)

- 55520000 - Catering services

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

II.2.4) Description of the procurement

Lot 1 - A full range of catering services for all external events, ranging from full

banqueting to function

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

1 x 12 month extension

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

II.2) Description

II.2.1) Title

Lot 2 - Civic events, ceremonies and dinners – organised by or in partnership with the

Lot No

2

II.2.2) Additional CPV code(s)

- 55520000 - Catering services

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

II.2.4) Description of the procurement

Lot 2 - Civic events, ceremonies and dinners – organised by or in partnership with the

City Council

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

1 x 12 month extension

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

II.2) Description

II.2.1) Title

Lot 3 - Internal business meetings and conferences organised by or in partnership with

Lot No

3

II.2.2) Additional CPV code(s)

- 55520000 - Catering services

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

II.2.4) Description of the procurement

Lot 3 - Internal business meetings and conferences organised by or in partnership with the City Council

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

1 x 12 month extension

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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Originally published as:

Date

14 April 2022

Local time

12:00pm

Changed to:

Date

6 May 2022

Local time

12:00pm

See the [change notice](#).

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

English

IV.2.7) Conditions for opening of tenders

Date

14 April 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Stoke-on-Trent City Council

Stoke on Trent

Email

Tina.Capewell@stoke.gov.uk

Telephone

+44 1782232952

Country

United Kingdom