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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](mailto: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

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## **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

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## **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

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## **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](mailto:Tina.Capewell@stoke.gov.uk)

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+44 1782232952

Country

United Kingdom