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Tender

## **3667/AMRC/CK/23 Catering Services Contract**

The University of Sheffield

F02: Contract notice

Notice identifier: 2023/S 000-006585

Procurement identifier (OCID): ocds-h6vhtk-03aeb2

Published 7 March 2023, 1:42pm

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

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

The University of Sheffield

Arts Tower

Sheffield

S10 2TN

#### **Contact**

Procurement Team

#### **Email**

[c.a.wilcox@sheffield.ac.uk](mailto:c.a.wilcox@sheffield.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKE31 - Barnsley, Doncaster and Rotherham

**Internet address(es)**

Main address

[www.sheffield.ac.uk](http://www.sheffield.ac.uk)

Buyer's address

<https://in-tendhost.co.uk/sheffield>

**I.3) Communication**

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

<https://in-tendhost.co.uk/sheffield>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/sheffield>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

3667/AMRC/CK/23 Catering Services Contract

Reference number

3667/AMRC/CK/23

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

- 55520000 - Catering services

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

Services

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

3667/AMRC/CK/23 Catering Services Contract  
The University of Sheffield wishes to invite tenders for a Catering Service Contract on behalf of the Advanced Manufacturing Research Centre, Catcliffe, South Yorkshire.  
Scope of Requirement  
The AMRC has a requirement for the provision of hospitality to suit a range of requirements from hot and cold refreshments, breakfasts, cakes, pastries, sandwich lunches, finger buffets and canapes. The occasions range from departmental meetings, external visits and celebrations. The expectation is that each hospitality business can provide an extensive range of hot and cold drinks and food, with options available to meet the needs of customers with specific dietary and lifestyle choices. In addition, it is important that each company can provide this choice within a varied budget from economy through to luxury or bespoke options. (Numbers to cater – up to 100 – 200 for larger events.)

#### **II.1.5) Estimated total value**

Value excluding VAT: £360,000

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

This contract is divided into lots: No

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

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

- 39222000 - Catering supplies
- 55520000 - Catering services
- 55523000 - Catering services for other enterprises or other institutions

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

NUTS codes

- UKE - Yorkshire and the Humber
- UKE3 - South Yorkshire

Main site or place of performance

AMRC. Catcliffe, Rotherham

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

The AMRC has a requirement for the provision of hospitality to suit a range of requirements from hot and cold refreshments, breakfasts, cakes, pastries, sandwich lunches, finger buffets and canapes. The occasions range from departmental meetings, external visits and celebrations. The expectation is that each hospitality business can provide an extensive range of hot and cold drinks and food, with options available to meet the needs of customers with specific dietary and lifestyle choices. In addition, it is important that each company can provide this choice within a varied budget from economy through to luxury or bespoke options. (Numbers to cater – up to 100 – 200 for larger events. Some buffets may only be for 2 people, so delivery is still required)

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £360,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 June 2023

End date

31 May 2028

This contract is subject to renewal

Yes

Description of renewals

Renewed per annum from 1st June 2023 to 31st May 2024 with an option to extend for a further 3 years in annual increments (subject to performance) thereafter (maximum 4 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.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **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

6 April 2023

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

6 April 2023

Local time

1:00pm

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Court of Justice

7 Rolls Building Fetter Lane

London

EC4 1NL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The contracting authority will incorporate a minimum 10 day standstill period at the point information on the award of contract is communicated to tenderers. This period allows unsuccessful tenderers to seek a further debriefing before the contract is entered into. If an appeal regarding the award of contract cannot be resolved, the Public Contracts Regulations 2015 (as amended) provide for aggrieved parties to take action in the High Court (England, Wales and Northern Ireland). Any such action should be brought promptly (generally within 30 days).