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Tender

## **The Provision of Lancaster House Event Catering Services**

Foreign Commonwealth and Development Office

F02: Contract notice

Notice identifier: 2024/S 000-007722

Procurement identifier (OCID): ocds-h6vhtk-04475b

Published 11 March 2024, 3:54pm

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

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

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

#### **Email**

[CPG.Enquires@fcdo.gov.uk](mailto:CPG.Enquires@fcdo.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

#### **Internet address(es)**

Main address

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

### **I.3) Communication**

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

<https://fcdo.bravosolution.co.uk/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://fcdo.bravosolution.co.uk/web/login.html>

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

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

Ministry or any other national or federal authority

### **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

The Provision of Lancaster House Event Catering Services

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

- 55520000 - Catering services

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

Services

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

Constructed in the early 19th century and situated close to Buckingham Palace, the house is a Grade

I listed building rich with history including its architecture, artworks and legacy. Since WWII

Lancaster House has been host to diplomatic events such as G7 and the Commonwealth Heads of

Government Meeting. Now, alongside ministerial and major government events, Lancaster House

also hosts commercial events for private clients, which include conferences, receptions and dinners.

The Delivery Teams at Lancaster House are responsible for managing all such events, which may be

categorised in the following way:

o Government Hospitality refers to the delivery of events for the FCDO (Foreign, Commonwealth

and Development Office) and other government departments, hosting foreign ministers,

international committees, and guests of government for lunches, dinners, receptions, and

conferences to the highest standards of hospitality and service.

o Commercial Events at Lancaster House generate income for the FCDO through venue hire and

event management services. The clientele includes businesses hosting corporate events to

private hire clients, raising the profile of Lancaster House as a prestigious and historical venue in

central London.

Events vary, ranging from intimate dinners to receptions for up to 900 guests across the ground floor

and first floor of the house and garden, engaging multiple suppliers. The FCDO is seeking to appoint

10 suppliers to an accredited list to provide catering services to Lancaster House's Government

Hospitality and Commercial events.

The majority of events will require modern British cuisine with all aspects such as produce, menu,

presentation and service reflecting the high quality expected at Lancaster House and the FCDO's

sustainability policies. There is also a requirement for a variety of cuisines to suit the needs of the

FCDO's client base.

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

This contract is divided into lots: No

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

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

- 55521000 - Catering services for private households

- 75211100 - Diplomatic services

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

Lancaster House, London

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

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FCDO's client base.

#### **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

5 July 2024

End date

2 July 2027

This contract is subject to renewal

Yes

Description of renewals

1 year + 1 year

**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: Yes

### **IV.2) Administrative information**

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

Date

8 April 2024

Local time

5:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

8 April 2024

Local time

5:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

Foreign Commonwealth and Development Office

London

Country

United Kingdom