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Tender

## **Supply of Linen 056-2022**

Manchester City Council

F02: Contract notice

Notice identifier: 2022/S 000-009460

Procurement identifier (OCID): ocds-h6vhtk-032b8f

Published 8 April 2022, 11:05am

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

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

Manchester City Council

Windmill Street

Petersfield

M2 3GX

#### **Contact**

Mrs Nicola Naylor

#### **Email**

[procurement@manchestercentral.co.uk](mailto:procurement@manchestercentral.co.uk)

#### **Telephone**

+44 1618342700

#### **Country**

United Kingdom

**NUTS code**

UKD3 - Greater Manchester

**Internet address(es)**

Main address

<http://www.manchester.gov.uk>

Buyer's address

<http://www.manchester.gov.uk>

**I.3) Communication**

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

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

Regional or local 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**

Supply of Linen 056-2022

Reference number

DN606663

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

- 39513000 - Table linen

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

Supplies

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

Manchester Central is currently looking for a Contractor to provide Linen Services at Manchester Central. The Contract will be for a period of two (2) years from the commencement date of services, with an anticipated Contract start date of 1st August 2022 estimated spend per year is 85k to 90K net dependant on event requirements.

The successful supplier will provide linen for all event types, including banquets, conferences, and exhibitions.

Given the dynamic nature of the events industry, the supplier will be expected to respond to orders and collections as required, potentially with a last minute or same day delivery.

The contract includes a minimum of 500 blue box cloths, to be made as per MCCC specification at the supplier's cost.

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

This contract is divided into lots: No

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

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

NUTS codes

- UKD3 - Greater Manchester

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

Expressions of interest are invited for the above tender.

Further information about the Venue can be found at <http://www.manchestercentral.co.uk>

If you are interested in the opportunity, please express your interest via Proactis.

<https://procontract.due-north.com>

The last date to request documentation for the tender will be 18th May 2022.

Invitations to Tender (ITT)'s will automatically be accessed if you have expressed an interest.

The closing date for receipt of completed documentation will be noon on 19th May 2022

Completed ITT documents must be sent via Proactis portal

It is anticipated for the contract to be awarded by 01st June 2022 with a contract start date of 01st August 2022.

A selection of samples, as per the list in Section F is requested for delivery between the 9th and 19th May for a quality test. Manchester Central reserve the right to reject any product where we can reasonably demonstrate that it is not of accepted quality. Samples should be sent for the attention of Nicola Naylor, Windmill Street, Manchester M2 3GX

Average annual linen requirements are detailed below, and these requirements will need to be matched by the Contractor. The Contractor must also be able to cater to any of our clients' bespoke orders, including a variety of colours and sizes.

Linen Item

(Mixture of black and white) Quantity

130" round (6ft) 2,045

Napkins 25,500

60 x 60 (Lycra poseur cloths) 185

70 x 70 (2ft) 2,245

70 x 144 (service station) 4,282

Box cloths (Fitted to 6ft trestle tables) 5,375

Chair covers 700

130 round (6ft) Floor Services 3,286

70 x 108 Floor Services

168

70 x 144 Floor Services

1185

#### **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

1 August 2022

This contract is subject to renewal

No

#### **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

19 April 2022

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

8 April 2022

Local time

3:00pm

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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**

Manchester Central Convention Complex Ltd

windmill street , petersfield

manchester

m23gx

Email

[procurement@manchestercentral.co.uk](mailto:procurement@manchestercentral.co.uk)

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