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Tender

Tomlinson Centre Catering Management Contract

London Borough of Hackney

F02: Contract notice

Notice identifier: 2024/S 000-009922

Procurement identifier (OCID): ocids-h6vhtk-044d45

Published 26 March 2024, 5:21pm

Section I: Contracting authority

I.1) Name and addresses

London Borough of Hackney

Hackney Service Centre, 1 Hillman Street

Hackney

E8 1DY

Contact

Mr Brian Clark

Email

brian.clark@hackney.gov.uk

Telephone

+44 2083563000

Country

United Kingdom

Region code

UKI41 - Hackney and Newham

Internet address(es)

Main address

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

Buyer's address

<http://www.hackney.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/Advert/Index?advertId=093d2995-6deb-ee11-8127-005056b64545>

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/Advert/Index?advertId=093d2995-6deb-ee11-8127-005056b64545>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Tomlinson Centre Catering Management Contract

Reference number

DN707930

II.1.2) Main CPV code

- 55510000 - Canteen services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council is seeking a service provider to fully manage the Tomlinson Centre's internal catering function, using an 'Open Book' system, in which the Council shall meet all operating costs and pay the Service Provider a set monthly Management fee.

The service provider shall be expected to manage the service cost effectively to ensure that the Council receives excellent value for money and minimises its expenditure. The Council is also open to ideas that can generate additional income.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI41 - Hackney and Newham

II.2.4) Description of the procurement

The Tomlinson Centre is the London Borough of Hackney's purpose built PDC (Professional Development Centre) which hires out education and conferencing facilities

to internal and external clients. It is open 50 weeks of the year, with fluctuating room hire and usage across the year dependent upon booking patterns. We serve around 30,000 visitors per year.

The service mostly runs between 8.30am and 3pm, but on occasion can start as early as 6am or run as late as 10pm.

The provision of catering services at The Tomlinson Centre has operated since 2009 and has been one of its exemplary activities; regularly receiving positive feedback for the quality of food, service and the variety of its offering. One overarching aim of this Specification is to ensure that this service is maintained at this level and the transition to the new contractor be non-disruptive.

The Council is seeking a service provider to fully manage the Tomlinson Centre's internal catering function, using an 'Open Book' system, in which the Council shall meet all operating costs and pay the Service Provider a set monthly Management fee.

The service provider shall be expected to manage the service cost effectively to ensure that the Council receives excellent value for money and minimises its expenditure. The Council is also open to ideas that can generate additional income.

Any surplus revenue that is generated shall be split between the Council and the Contractor on a 50/50 basis.

The Contractor shall be required to deliver the service according to a set of specific and detailed health-conscious criteria, that accounts for a wide variety of dietary requirements.

The Council shall meet all Direct costs associated with operating the Service.

Estimated value:£200,000.00

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

24

This contract is subject to renewal

Yes

Description of renewals

24 months in total with 2 extensions available

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

29 April 2024

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

29 April 2024

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

The Royal Courts of Justice

London

Country

United Kingdom