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Tender

## **Management of Canada Water Theatre and hiring of learning and meeting spaces at Canada Water Library**

London Borough of Southwark

F02: Contract notice

Notice identifier: 2022/S 000-015423

Procurement identifier (OCID): ocds-h6vhtk-0342e5

Published 1 June 2022, 6:32pm

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

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

London Borough of Southwark

Southwark Council, 160 Tooley Street

London

SE1 2QH

#### **Contact**

Michelle Walker

#### **Email**

[Michelle.Walker@southwark.gov.uk](mailto:Michelle.Walker@southwark.gov.uk)

#### **Telephone**

+44 7523919585

#### **Country**

United Kingdom

**NUTS code**

UKI44 - Lewisham and Southwark

**Internet address(es)**

Main address

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

Buyer's address

<http://www.southwark.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**

Management of Canada Water Theatre and hiring of learning and meeting spaces at Canada Water Library

Reference number

DN615538

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

- 79950000 - Exhibition, fair and congress organisation services

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

Services

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

A contract for management of the Canada Water Theatre and the hiring of learning and meeting spaces in the Canada Water Library and a separate contract for operation of the café situated on the ground floor of the Canada Water Library.

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

Value excluding VAT: £1,000,120

#### **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**

Canada Water Theatre and Meeting Spaces Management Contract

Lot No

1

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

- 79950000 - Exhibition, fair and congress organisation services

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

NUTS codes

- UKI44 - Lewisham and Southwark

Main site or place of performance

The Canada Water Library complex situated within the London Borough of Southwark

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

The specific functions of the service provider in relation to this contract are to:

- Programme and manage the creative programme for the theatre space
- Manage all aspects of operating the spaces within the building as a public creative space including managing operations of technical infrastructure; room booking, ticketing and box office systems; licensing and other legislative requirements
- Recruit and manage a staff team to oversee delivery and effective creative, administrative and financial management of the programme and hire of the Canada Water Theatre and Canada Water Library Meeting Rooms.

The service provider will manage the operation of the theatre within the Library, including the technical infrastructure. They will manage the meeting spaces and the ticketing and box office systems.

The full service requirements are set in the contract specification.

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

Quality criterion - Name: Quality / Weighting: 35

Quality criterion - Name: Social Value / Weighting: 15

Price - Weighting: 50

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

Value excluding VAT: £1,000,120

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contracting authority reserves the right to extend the contract for an additional period or periods of up to two (2) 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

### **II.2.14) Additional information**

A workshop for organisations who would like to see the spaces in person and find out more about the tender opportunity will be held on Thursday 9th June 2022, from 2pm to 4pm at Canada Water Theatre. To book to attend the workshop please visit

[www.southwark.gov.uk/cw-tender-workshop](http://www.southwark.gov.uk/cw-tender-workshop)

## **II.2) Description**

### **II.2.1) Title**

Canada Water Library Café Management Contract.

Lot No

2

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

- 55330000 - Cafeteria services

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

NUTS codes

- UKI44 - Lewisham and Southwark

Main site or place of performance

The Canada Water Library complex situated within the London Borough of Southwark

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

The following core services are required:

- Management of all operational aspects of the café and catering services for the theatre and meeting spaces;
- Provision of an inviting food and beverage offer designed to meet local community needs and support local supply chains;
- Provision of a team to deliver the services including management and operational staff, providing appropriate training opportunities and making job opportunities accessible to local people;
- Maintenance of technical facilities, including equipment in the serving area;
- Appropriate health and safety, risk assessment and fire safety management for the use of the spaces and associated activities;
- Publicity and signage for promotion of the café;
- Monitoring and evaluation of activities, including customer satisfaction.

The full service requirements are set in the contract specification.

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

Quality criterion - Name: Quality / Weighting: 35

Quality criterion - Name: Social Value / Weighting: 15

Price - Weighting: 50

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contracting authority reserves the right to extend the contract for an additional period or periods of up to two (2) 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

### **II.2.14) Additional information**

The contract is structured with an annual rental fee of 4,000 GBP payable to the contracting authority, along with a net profit share arrangement between the provider and the contracting authority. The percentage share of the net profit is to be proposed by the provider in the Pricing Schedule as part of their tender submission.

A workshop for organisations who would like to see the spaces in person and find out more about the tender opportunity will be held on Thursday 9th June 2022, from 2pm to 4pm at Canada Water Theatre. To book to attend the workshop please visit

[www.southwark.gov.uk/cw-tender-workshop](http://www.southwark.gov.uk/cw-tender-workshop)

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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: Yes

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

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

Date

14 July 2022

Local time

5:00pm

#### **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: 4 (from the date stated for receipt of tender)

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

Date

14 July 2022

Local time

5:00pm

Place

The offices of the contracting authority

Information about authorised persons and opening procedure

Officers and members of the contracting authority only

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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**

Royal Courts of Justice (High Court)

Strand

London

WC2A 2LL

Country

United Kingdom