

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/015564-2022>

Tender

## **Provision of Agency Workers ,FOH,BOH and Kitchen 059-2022**

Manchester City Council

F02: Contract notice

Notice identifier: 2022/S 000-015564

Procurement identifier (OCID): ocids-h6vhtk-034372

Published 7 June 2022, 8:05am

### **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**

Other activity

Convention Centre

---

## **Section II: Object**

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

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

Provision of Agency Workers ,FOH,BOH and Kitchen 059-2022

Reference number

DN615885

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

- 79620000 - Supply services of personnel including temporary staff

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

Services

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

Manchester Central is currently looking for suppliers to provide agency workers for a range of Event Hospitality Services across a number of City Centre locations.

At any one time, Manchester Central may require in excess of 350 workers. The agency staff may be provided by a number of suppliers.

The successful suppliers will provide competent Members of Staff, who have received the minimum training as follows:

- Basic Health & Safety Training including manual handling, training which is sufficient and commensurate to the work involved.
- For all FOH staff Basic Food Hygiene Level 2
- For all food handling roles Food Hygiene and Safety Level 2
- For all FOH staff customer service training
- Allergen training <https://allergytraining.food.gov.uk/>
- Venue induction

Prior to commencement of work with Manchester Central all agency staff will be expected

to undergo a Manchester Central site induction which covers site specific Health and Safety and operational matters which lasts no longer than 30 minutes. This will typically take the form of an induction video and is expected to be undertaken by the agency at their premises prior to staff being deployed on site. For clarity induction time is not chargeable to the Company. MCCCL will reserve the right to audit twice yearly.

The Contract will be for a period of two (2) years from the commencement date of services with a Manchester Central only option to extend for a further period of twelve months. The contract value for 2 years is estimated at 1.4 million.

Manchester Central is committed to ensuring that all agency workers receive the National living wage and then the Real living wage once trained as an hourly rate of pay. As such the Company has fixed the rates that agency providers are required to pay to their staff (as a minimum rate of pay) and has hence fixed the rates it will pay agencies for the provision of services under this tender. The proposed rates (being the current rates of pay and chargeable rates) are set out in Appendix 2 along with the mechanism for uplifting annually in line with increases to the National living wage and the Real Living wage. Untrained workers (see criteria for trained workers below) and trained workers must be paid the National Living wage or Real living wage irrespective of age and the chargeable rates for such untrained workers are also set out in Appendix 2 along with the future pricing mechanism. For clarity if the contract is extended the pricing mechanism shall continue as per the initial two years.

This tender is therefore quality and sustainability focused as prices payable are fixed.

#### **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
- UKD62 - Cheshire East

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

If you are interested in pursuing this opportunity, please express interest via ProContract using the reference number DN615885.

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

Manchester Central is currently looking for suppliers to provide agency workers for a range of Event Hospitality Services across a number of City Centre locations.

At any one time, Manchester Central may require in excess of 350 workers. The agency staff may be provided by a number of suppliers.

The successful suppliers will provide competent Members of Staff, who have received the minimum training as follows:

- Basic Health & Safety Training including manual handling, training which is sufficient and commensurate to the work involved.
- For all FOH staff Basic Food Hygiene Level 2
- For all food handling roles Food Hygiene and Safety Level 2
- For all FOH staff customer service training
- Allergen training <https://allergytraining.food.gov.uk/>
- Venue induction

Prior to commencement of work with Manchester Central all agency staff will be expected to undergo a Manchester Central site induction which covers site specific Health and Safety and operational matters which lasts no longer than 30 minutes. This will typically take the form of an induction video and is expected to be undertaken by the agency at their premises prior to staff being deployed on site. For clarity induction time is not chargeable to the Company. MCCCL will reserve the right to audit twice yearly.

The Contract will be for a period of two (2) years from the commencement date of services with a Manchester Central only option to extend for a further period of twelve months. The contract value for 2 years is estimated at 1.4 million.

Manchester Central is committed to ensuring that all agency workers receive the National living wage and then the Real living wage once trained as an hourly rate of pay. As such the Company has fixed the rates that agency providers are required to pay to their staff (as a minimum rate of pay) and has hence fixed the rates it will pay agencies for the provision of services under this tender. The proposed rates (being the current rates of pay and chargeable rates) are set out in Appendix 2 along with the mechanism for uplifting annually in line with increases to the National living wage and the Real Living wage. Untrained workers (see criteria for trained workers below) and trained workers must be paid the National Living wage or Real living wage irrespective of age and the chargeable rates for such untrained workers are also set out in Appendix 2 along with the future pricing mechanism. For clarity if the contract is extended the pricing mechanism shall

continue as per the initial two years.

This tender is therefore quality and sustainability focused as prices payable are fixed.

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

Quality criterion - Name: Quality / Weighting: 70

Quality criterion - Name: Sustainability / Weighting: 30

Price - Weighting: 0

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

Start date

1 September 2022

End date

31 August 2024

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

18 July 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

7 June 2022

Local time

9:00am

---

## **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 Centre

Manchester

m23gx

Country

United Kingdom