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Planning

Welsh Government Catering Services Contract

Welsh Government

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-021154

Procurement identifier (OCID): ocds-h6vhtk-047c6f

Published 10 July 2024, 4:49pm

Section I: Contracting authority

I.1) Name and addresses

Welsh Government

Corporate Procurement Services, Cathays Park

Cardiff

CF10 3NQ

Email

CPSProcurementAdvice@gov.wales

Telephone

+44 3000257095

Country

United Kingdom

NUTS code

UKL - Wales

Internet address(es)

Main address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0007

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0007

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Welsh Government Catering Services Contract

Reference number

C050/2024/2025

II.1.2) Main CPV code

- 55500000 - Canteen and catering services

II.1.3) Type of contract

Services

II.1.4) Short description

The Welsh Government is intending to issue an opportunity to the market in July 2024 to tender its catering service requirements in order to award a single contract to a main supplier for the provision of these services.

The Catering Services Contract will cover the provision of on-site catering services at 4 office locations in Wales and hospitality catering solutions for the Client's offices without on-site catering facilities – including 1 office located in London.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 55500000 - Canteen and catering services
- 39310000 - Catering equipment
- 50883000 - Repair and maintenance services of catering equipment

- 39220000 - Kitchen equipment, household and domestic items and catering supplies
- 39311000 - Light catering equipment

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

Below is an over-view of the Client's likely requirements which will be detailed and confirmed at tender.

The Client requires the Catering Services Contract to deliver positive economic and social benefits to Wales and services must be delivered with assured statutory compliance - particularly in respect of Food Safety legislation, Health and Safety Law and all other applicable legislation.

The service must reflect exemplary standards of catering industry best practice and must be operated with a management ethos of continuous improvement throughout the contract term whilst delivering best value for the Client and service users.

The contract must maximise resource efficiency (water; heat; power; waste management etc.) and sustainable practices – including support for locally procured food and local food producers; health and wellbeing and Fairtrade.

There are currently 4 office locations in scope for on-site catering services – Cardiff; Merthyr Tydfil; Aberystwyth and Llandudno Junction. The Client requires a café-style service offering a range of hot and cold 'grab and go' food and hot and cold beverages and hospitality catering services. There is also a limited / ad-hoc requirement for events and fine dining services mainly at the Client's Cardiff location.

Whilst there remains some uncertainty about post-pandemic building occupancy numbers, for illustrative purposes the Client anticipates attendance at the 4 catered offices to be circa 50% of pre-pandemic numbers. On this basis, occupancy would be as follows - Cathays Park (1,640 staff); Merthyr Tydfil (297 staff); Aberystwyth (210 staff); Llandudno Junction (338 staff).

The Client also currently has 9 office locations without on-site catering facilities that will require a limited / ad-hoc hospitality food and beverage service. These offices are located in Caerphilly; Newport; Swansea; Carmarthen; Newtown; Llandrindod Wells; Wrexham; Caernarfon and London.

Services provided through the contract must be fully compliant with the Welsh Government's Welsh Language Scheme. In particular, the contractor will be required to ensure that in all dealings with the public, Welsh and English languages must be treated on the basis of equality - including ensuring that all menu and promotional material, customer surveys and any other information or hospitality booking system content, whether provided in hard copy or through any electronic medium, are fully bilingual.

Security vetting clearance will be required for all contractor personnel engaged in the delivery of the contracted services.

The contract will also include the provision of maintenance services for Client owned coffee machines (semi-automatic bean to cup and barista machines).

II.3) Estimated date of publication of contract notice

16 July 2024

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

The contract term will be for three years plus three years option to extend, and the anticipated total contract value is up to GBP 4000000.

Supplier visits will be offered on set dates the week after the tender and contract notice is published.

If the tender is published week commencing 15 July 2024, the site visits will be held across 4 locations the following week.

The exact details and instructions how to register attendance will be in the tender documents.

(WA Ref:142904)