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Tender

Welsh Government Catering Services Contract

Welsh Government

F02: Contract notice

Notice identifier: 2024/S 000-022074

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

Published 17 July 2024, 3:15pm

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

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

This tender opportunity is for the Welsh Government 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.1.5) Estimated total value

Value excluding VAT: £4,000,000

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 requirements which are detailed and confirmed in the tender documents.

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.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £4,000,000

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

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

3 years initial contract term plus an up to 3 years extension option

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

As stated in the tender documents.

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 estimated contract value of GBP 4,000,000 is for the initial contract term and the optional extension period.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As stated in the tender documents

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

As stated in the tender documents

III.2.2) Contract performance conditions

As stated in the tender documents

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-021154](#)

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

Date

4 September 2024

Local time

2:00pm

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

English, Welsh

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

4 September 2024

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 3 years initial contract term + up to 3 years extension option

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Please see information within the the Specification and Annex 08 in relation to site visits which will be held across 4 locations the following week. The details and instructions how to register attendance if suppliers wish to will be in the tender documents.

E-TENDER INFORMATION:

<https://etenderwales.bravosolution.co.uk>

- The first person from your Organisation to use the Platform will be required to register on behalf of the Organisation.
- Registration involves accepting a User Agreement, and providing basic information about your Organisation and about the User performing the Registration.
- The User who performs the Registration becomes the Super User for the Organisation.
- On registering on the Platform the Super User will select a Username and will receive a password.
- The Password will be sent by e-mail to the email address that was specified in the User Details section of the Registration page.
- In order to log-in to the Platform please enter your Username and Password.

- Note: If you forget your Password then visit the homepage and click “Forgot your password?”
- Registration should only be performed once for each Organisation.
- If you think that someone in your Organisation may have already registered on this Platform then you must not register again.
- Please contact the person who Registered (i.e. the Super User) in order to arrange access to the Platform.
- Contact the Helpdesk immediately if you are unable to contact the Super User (for example if they have left your Organisation).
- Note: If your Organisation is already registered on the Platform then you must not make any additional registration. Please contact the Helpdesk to gain access to the Platform.
- Tenders must be uploaded to the BravoSolution portal by 2pm

HOW TO FIND THE ITT:

- Once logged in you must click on ‘ITT’s Open to all Suppliers’
- The etender references for this contract are: Project_53995 and

ITT _104034.

- Click on the title to access summary details of the contract. If you are still interested in submitting a tender, click the ‘Express an Interest button’. This will move the ITT from the ‘Open to all Suppliers’ area to the ‘My ITT’s’ on the home page.
- You will then see the full details of the ITT in the qualification and technical envelopes along with any relevant documents in the ‘Attachments’ area.
- Should you have any questions on the ITT, please use the ‘Messages’ area to contact the buyer directly – Please do not contact the named person at the top of this notice.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=142945

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority’s economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and

environmental considerations. The Community Benefits included in this contract are:

As described in the tender documents

(WA Ref:142945)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom