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Tender

Catering Services to the New Business School

UNIVERSITY OF DERBY

F02: Contract notice

Notice identifier: 2024/S 000-031056

Procurement identifier (OCID): ocds-h6vhtk-0484c1

Published 27 September 2024, 4:24pm

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF DERBY

KEDLESTON ROAD

DERBY

DE221GB

Contact

Procurement Team

Email

procurement@derby.ac.uk

Telephone

+44 1332591094

Country

United Kingdom

Region code

UKF11 - Derby

Companies House

03079282

Internet address(es)

Main address

<https://www.derby.ac.uk>

I.3) Communication

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

<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/supplier-info/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.derby.ac.uk/services/finance/procurement-suppliers-and-tendering/supplier-info/prospective-suppliers/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Catering Services to the New Business School

Reference number

PROC OC ITT 1170

II.1.2) Main CPV code

- 55520000 - Catering services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Derby "The Authority" is seeking to undertake a procurement exercise for the provision of catering services in the Derby Business School (New Derby Business School - Derby Business School - University of Derby), which is due to open in Spring 2025.

This building is a Net Zero building, and the commitment to operating this venture in line with this ethos is expected of all suppliers

II.1.5) Estimated total value

Value excluding VAT: £1,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKF - East Midlands (England)

II.2.4) Description of the procurement

The type of provision to students, staff, visitors, and the public is envisaged to be a range of hot and cold beverages, hot and cold meals. These will be delivered via an innovative, flexible, and diverse menu served across breakfast and lunch services.

In addition to the provision of catering services for the building, it is also expected that the successful tenderer will support in the delivery of ordered refreshments and day delegate packages throughout the day (where required), currently expected to be from Monday to Friday initially.

Additional ad-hoc event catering will also need to be supported, which may be different from the regular menu offering, and may involve weekend and evening events (with both prior notice and agreement).

The University will be looking for innovative ideas for a scalable catering provision, which can grow in the future as the building becomes a hub for local businesses and students. Suppliers will play a proactive role in generating increased demand for services (such as theme nights and events) to drive an evening trade within the space.

The kitchen and dining spaces have been designed as part of the overall building and will be provided as a turn-key solution (to the specifications to be available as part of the tender process).

There will be no up-front capital investment required by the incoming supplier, to operate this space from day one. The ongoing maintenance of equipment will be the responsibility of the University of Derby for the duration of this agreement.

The expectation of the process is that this solution will generate an income for the University (details will be set out in the tender) and all bidders are invited to present innovative and creative solutions to meet this objective.

The first stage of the process (Standard Selection Questionnaire - SSQ) process will be used to shortlist a maximum of 5 top scoring responses.

The University of Derby will then issue an ITT, requesting an Outline solution for Catering Services, before shortlisting to a final 3 suppliers and entering a period of negotiation, before requesting final proposals.

Information on the procurement process will be set out in the contract notice and full details will be included within tender documents.

II.2.5) Award criteria

Quality criterion - Name: Quality Questions / Weighting: 60

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

This contract may be extended for a further period of 2 years, subject to satisfactory performance.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

This contract may be extended for a further period of 2 years, subject to satisfactory performance.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

IV.1.5) Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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 000-023287](#)

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

Date

28 October 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)

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

University of Derby

Derby

DE22 1Gb

Country

United Kingdom