

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/033677-2023>

Tender

## **Catering Services**

Local Government Association

F02: Contract notice

Notice identifier: 2023/S 000-033677

Procurement identifier (OCID): ocds-h6vhtk-040dc6

Published 14 November 2023, 4:05pm

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

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

Local Government Association

18 Smith Square

London

SW1P 3HZ

#### **Contact**

Breda Hillman

#### **Email**

[Procurement@devaneconsultancy.co.uk](mailto:Procurement@devaneconsultancy.co.uk)

#### **Telephone**

+44 7855842292

#### **Country**

United Kingdom

**Region code**

UKI - London

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Catering-services./7E272CNTK3>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Catering-services./7E272CNTK3>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

National or federal Agency/Office

**I.5) Main activity**

Other activity

the local government association is the national voice of local government

---

## **Section II: Object**

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

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

Catering Services

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

- 55520000 - Catering services

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

Services

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

The scope of the services is to provide a comprehensive catering service to the Local Government Association (LGA), at its location at 18 Smith Square, London.

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

Value excluding VAT: £1,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKI - London

Main site or place of performance

LONDON

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

The scope of the services is to provide a comprehensive catering service to the Local Government Association (LGA), at its location at 18 Smith Square, London. The Service Provider will provide the following services:

-Management of LGA's Catering requirements conference and meeting room facilities at 18 Smith Square

-A full hospitality service to internal and external clients as necessary in any of the LGA's entertainment, meeting or office spaces

-Catering services required includes hot and cold food for conference and events and occasional fine dining for smaller numbers.

-The Service Provider shall be required to provide labour, consumables and disposables to provide catering services for a number of conference rooms/meeting rooms during the day with some evening events.

The Service Provider shall be required to adhere to relevant food and health & safety regulations.

#### **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: £1,100,000

#### **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 contract is for 3 years (36 months) with a possible extension for two further years (24 months) - therefore a total of 60 months. Renewal timing will depend on whether the extension has been granted.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 2

Objective criteria for choosing the limited number of candidates:

As detailed within the Selection Questionnaire documentation

**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**

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/7E272CNTK3>

---

**Section III. Legal, economic, financial and technical information**

**III.1) Conditions for participation**

**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.2.2) Contract performance conditions**

As stated in the procurement documents

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

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

The procurement is covered by the Government Procurement Agreement: No

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

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-031056](#)

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

Date

15 December 2023

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

10 January 2024

#### **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: Yes

Estimated timing for further notices to be published: 60 months

### **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**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Catering-services./7E272CNTK3>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/7E272CNTK3>

GO Reference: GO-20231114-PRO-24404926

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Local Government Association

18 Smith Square

London

SW1P 3HZ

Country

United Kingdom