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Tender

Provision of Extra Casual Staff for the British Embassy Madrid

Foreign Commonwealth and Development Office

F02: Contract notice

Notice identifier: 2024/S 000-035158

Procurement identifier (OCID): ocds-h6vhtk-04b289

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Section I: Contracting authority

I.1) Name and addresses

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

Contact

Keisha LaRaine Ingram

Email

Keisha.LaRaineIngram@fcdo.gov.uk

Telephone

+44 070080932

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

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

I.3) Communication

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

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

Provision of Extra Casual Staff for the British Embassy Madrid

II.1.2) Main CPV code

- 79414000 - Human resources management consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

A Contractor to provide extra casual staff for catering and cleaning services for hosted events as required.

II.1.5) Estimated total value

Value excluding VAT: £420,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- ES - Spain

Main site or place of performance

Spain Network

II.2.4) Description of the procurement

An experienced Contractor to provide extra casual staff for catering and cleaning services for hosted events. Staff required include:

1. Qualified chefs.
2. Waiters
3. Bartenders.
4. Dishwashing staff.

5. Kitchen assistant (multipurpose).

6. Cleaners.

7. Other staff as required.

II.2.5) Award criteria

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

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

3+1+1

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

6 December 2024

Local time

6:00pm

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

English, Spanish

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 30 June 2025

IV.2.7) Conditions for opening of tenders

Date

9 December 2024

Local time

6:00pm

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

Foreign, Commonwealth & Development Office

King Charles St.

London

SW1A 2AH

Country

United Kingdom