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Tender

## **RBGKEW1345 - RBG Kew External Affairs Private Event Catering Tender**

Royal Botanic Gardens, Kew

F02: Contract notice

Notice identifier: 2024/S 000-037885

Procurement identifier (OCID): ocids-h6vhtk-04be26

Published 22 November 2024, 4:05pm

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

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

Royal Botanic Gardens, Kew

Royal Botanic Gardens, Kew, The Herbarium, Kew Green

Richmond

TW9 3AE

#### **Email**

[procurement@kew.org](mailto:procurement@kew.org)

#### **Telephone**

+44 2083325000

#### **Country**

United Kingdom

#### **Region code**

UKI3 - Inner London – West

**Internet address(es)**

Main address

[www.kew.org](http://www.kew.org)

**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-Richmond:-Catering-services./F2Y64ANS9Y>

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-title/F2Y64ANS9Y>

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**

Environment

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**Section II: Object**

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

**II.1.1) Title**

RBGKEW1345 - RBG Kew External Affairs Private Event Catering Tender

Reference number

RBGKEW1345

**II.1.2) Main CPV code**

- 55520000 - Catering services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

The External Affairs & Engagement team is seeking to establish a small portfolio of high-quality catering suppliers capable of delivering exceptional service for high-profile events at the Royal Botanic Gardens, Kew, in west London. The requirement is to provide high-quality event catering at an affordable price in order to facilitate the growing popularity of private External Affairs and Engagement events. The team work with the Development & Strategic Events team (who sit in a separate Directorate) on the logistical planning of these events. The Development & Strategic Events team lead manages the relationship with catering suppliers.

**II.1.5) Estimated total value**

Value excluding VAT: £840,000

**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 External Affairs & Engagement team is seeking to establish a small portfolio of high-quality catering suppliers capable of delivering exceptional service for high-profile events at the Royal Botanic Gardens, Kew, in west London. The requirement is to provide high-quality event catering at an affordable price in order to facilitate the growing popularity of private External Affairs and Engagement events. The team work with the Development &

Strategic Events team (who sit in a separate Directorate) on the logistical planning of these events. The Development & Strategic Events team lead manages the relationship with catering suppliers.

#### **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: £700,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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

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## **Section IV. Procedure**

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

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

Open procedure

**IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

**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

7 January 2025

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: 3 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

7 January 2025

Local time

12:05pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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-Richmond:-Catering-services./F2Y64ANS9Y>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/F2Y64ANS9Y>

GO Reference: GO-20241122-PRO-28625560

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

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

Head of Procurement & Contract Management, Royal Botanic Gardens, Kew

London

Country

United Kingdom