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Tender

Active Life – Kingsmead Leisure Centre ~ Catering Tender

Active Life – Kingsmead Leisure Centre

F02: Contract notice

Notice identifier: 2024/S 000-038884

Procurement identifier (OCID): ocids-h6vhtk-04c1c4

Published 3 December 2024, 12:05pm

Section I: Contracting authority

I.1) Name and addresses

Active Life – Kingsmead Leisure Centre

Kingsmead Road

Canterbury

CT2 7PH

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

Region code

UKJ4 - Kent

Internet address(es)

Main address

<https://www.kingsmeadleisurecentre.co.uk/>

I.3) Communication

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

<https://litmustms.co.uk/respond/F58P6A87A4>

Additional information can be obtained from the above-mentioned address

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

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

Active Life – Kingsmead Leisure Centre ~ Catering Tender

II.1.2) Main CPV code

- 55520000 - Catering services

II.1.3) Type of contract

Services

II.1.4) Short description

Active Life, a leading Leisure service provider, are targeting the appointment of an outsourced caterer to commence in April 2024 to take on an operating lease/ concession at Kingsmead Leisure Centre. In order to work to this timescale, we are following a two stage restricted tender process (SQ submissions by all interested parties then shortlist suppliers for the Invitation to Tender (ITT)).

II.1.5) Estimated total value

Value excluding VAT: £2,375,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKJ4 - Kent

Main site or place of performance

Kent

II.2.4) Description of the procurement

The successful Supplier will be required to provide catering services in a catering concession at Kingsmead Leisure Centre in Canterbury. The Leisure centre has just been refurbished with in excess of £10million invested. Kingsmead has a footfall between 40k and 50k per month with a market leading daytime group exercise programme attendees and a large swim school, which both drive footfall throughout each day. Pre-refurbishment, the café was self-operated and generated significant revenues upon which good net margins were consistently achieved. There are no existing employees designated for catering and therefore TUPE is not expected to apply.

The cafe is situated pre barrier – meaning it can be accessed additionally by non-leisure users and has a small terrace outside facing onto gardens and the centre carpark. The café has been significantly redesigned and upgraded as can be seen in the attached photos, but will require inward investment from the caterer in terms of refrigeration, prime cooking, further tables and chairs to find the optimum layout and further display materials and signage.

Due to the café's location it is possible to inspect the area to get a feel for possibility without appointment, however there will be a formal site visit and bidders meeting for those shortlisted for the main Invitation to tender (ITT) when full details of the opportunity within the ITT will be explained.

The expectation is that the catering operation will function only within the centre opening times, and be a complementary service adding value to the loyal members and visitors.

The minimum expectation for contract term will be five years, and the ITT will allow for proposals to go beyond that term (subject to satisfactory performance and mutual agreement to allow longer depreciation of contractor assets).

It is anticipated that the ITT will look for bidders to propose basic annual fixed tenure fees, with additional royalty % on achievement of sales levels to help. To enable this, open book accountancy practices will be followed. Services, notably Electricity, Gas and Water will all be metered and chargeable to the successful bidder on consumption at agreed market rates. The rent and royalty arrangement offered via the tender and payment for services are expected to be the only external charges applicable.

Alongside operation of the café, the agreement with the preferred cater will have the opportunity to cater to events within the centre, which could be promoted by the centre themselves or promoted by the catering operator. Any additional service points via vended offers for out of hours will be defined in the main ITT specification these may well be out of scope).

Active Life, the client, will consider all applications from local entrepreneurs and SME's alongside regional and wider reaching catering organisations and expect the ITT process

to find a trustworthy and long-term concession partner to develop the service in a number of ways:

- To find ways of understanding/interpreting and meeting the differing needs of customers at different times of the day – from coffee/healthy & treat snacking, to proteinous and carbohydrate loading through the day, to options for parents and kids before or after swim school
- A balance of popular fayre and healthy options (to help promote healthier lifestyles)
- A menu offer that is attractive, seasonal and seen as value for money
- Increased skills and confidence in the catering team and ongoing effort in building partnership with the client
- Better communication with centre staff, members and visitors to develop trust by addressing all aspects of the customer journey, from card loading, menu presentation, marketing/ promotion and merchandising to point of sale

See SQ document for further information

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: £2,375,000

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

Start date

1 April 2025

End date

31 March 2030

This contract is subject to renewal

No

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

Envisaged minimum number: 5

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

II.2.10) Information about variants

Variants will be accepted: Yes

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://litmustms.co.uk/respond/F58P6A87A4>

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

Accelerated procedure

Justification:

Non PCR, April starts date.

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

20 December 2024

Local time

12:00pm

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

13 January 2025

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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.

It will be the supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this contract notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid

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

<https://litmustms.co.uk/tenders/UK-UK-Canterbury:-Catering-services./F58P6A87A4>

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GO Reference: GO-2024123-PRO-28746293

VI.4) Procedures for review

VI.4.1) Review body

Active Life – Kingsmead Leisure Centre

Kingsmead Road

Canterbury

CT2 7PH

Country

United Kingdom