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Tender

## **2324-80-EST-AS ITT FOR A CATERING CONCESSION CONTRACT OPPORTUNITY FOR HOWARD STREET BUILDING**

Sheffield Hallam University

F24: Concession notice

Notice identifier: 2024/S 000-041235

Procurement identifier (OCID): ocds-h6vhtk-04ca3e

Published 20 December 2024, 2:52pm

The closing date and time has been changed to:

**3 February 2025, 12:00pm**

See the [change notice](#).

### **Section I: Contracting authority/entity**

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

Sheffield Hallam University

SHEFFIELD

S1 1WB

#### **Contact**

Procurement Team

#### **Email**

[strategicprocurement@shu.ac.uk](mailto:strategicprocurement@shu.ac.uk)

**Telephone**

+44 1142253431

**Country**

United Kingdom

**Region code**

UKE32 - Sheffield

**UK Register of Learning Providers (UKPRN number)**

10005790

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://www.in-tendhost.co.uk/sheffieldhallamuniversity>

Additional information can be obtained from the above-mentioned address

Applications or, where applicable, tenders must be submitted electronically via

<https://www.in-tendhost.co.uk/sheffieldhallamuniversity>

**I.6) Main activity**

Other activity

Education

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## **Section II: Object**

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

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

2324-80-EST-AS ITT FOR A CATERING CONCESSION CONTRACT OPPORTUNITY FOR HOWARD STREET BUILDING

Reference number

2324-80-EST-AS

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

- 55300000 - Restaurant and food-serving services

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

Services

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

ITT for a Concession Contract for the Provision of Catering Services - 2324-80-EST-AS

Sheffield Hallam is looking for a partner/s for two opportunities to be run out of our new flagship Howard Street building: a Café/Deli and a 100 Cover Restaurant.

Both Opportunities are in a prime retail and hospitality destination , based on Howard street Sheffield, (post code S1 1WB) adjacent to Sheffield Hallam University and a short distance to the train station. This central location has one of the highest pedestrian footfall within the city, making this an attractive for a prospective operator.

The opportunity requires no large capital investment as both units are offered turnkey and are fully furnished and FF&E equipped.

This is being run under the Concession Contracts Regulation 2016

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

Value excluding VAT: £11,900,000

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

This concession is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1 - Cafe/Deli  
Lot 2 - Restaurant

## **II.2) Description**

### **II.2.1) Title**

Cafe/Deli

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 55330000 - Cafeteria services

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

NUTS codes

- UKE - Yorkshire and the Humber

Main site or place of performance

Sheffield

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

This opportunity will be conducted through a Three-Stage Process.

This approach has been taken to encourage applications for a variety of operators including SMEs and is intended to minimise the burden of the bidding process by only requiring more input if they are successful at an earlier stage.

Those meeting the minimum Selection Criteria will be invited to submit a proposal.

Following an initial evaluation of proposals, a shortlist of 3 operators will be selected to enter the final stage to clarify and negotiate a Best and Final Offer.

Best and Final Offers will be evaluated using a combination of quality and commercial criteria and the best scoring operator will be awarded the contract.

Full details of the bidding process can be found in Attachment 1 on the Tender Documents

Full details of the evaluation process can be found in Attachment 2 on the Tender Documents

## STAGE 1 - SELECTION QUESTION

Any operator can engage with the process by completing the required information in Attachment 5a in the Tender documents and answering the selection question which requires you to outline your experience. You must then upload your response to the Intend System by the deadline.

### Supplier Questionnaire

To express an interest in the opportunity you need to complete the Supplier Questionnaire and Selection Question.

The supplier questionnaire requires you to complete your basic business information and your bidding model. i.e. whether you intend to submit a proposal in your own right, use any subcontracting arrangements or bid as part of a consortium.

As the University is classed as Public Body it also requires you to declare that you are not subject to any of the mandatory or discretionary exclusions.

While these are self-declarations, we will conduct due diligence on your response prior to awarding any contract to you.

The Selection Question is a single selection question which asks You to outline your knowledge and experience in relation to operating a similar type of business.

The purpose of this question is for Us to ascertain whether You have the required experience, capacity and capability to perform the contract.

This stage also includes Bidder Engagement Events to be held at Sheffield Hallam University.

## STAGE 2 - Submission of Proposal & Shortlisting

If you successfully pass the selection stage, you will be invited to Stage 2 which includes the submission of your proposal in the form of providing detailed responses to the questions outlined below.

These include the main elements of a business plan that you would submit to a bank or lender to start a business, for example your business concept, financial plan, sample menus and pricing. In addition, there are some questions to ensure that We can partner with a quality operator that shares our values.

Each question is weighted, with some being given a higher weighting than others, to indicate their relative importance.

While for this Stage the focus of Evaluation will be on the Quality of the proposals, you will also be required to submit an initial commercial proposal for discussion at Stage 3.

The initial proposals will be evaluated, and a shortlist of 3 operators will be drawn up. These operators will be invited to participate in Stage 3.

In the event that 2 or more operators score the same for the 3rd ranked place, these operators will all be invited to participate in Stage 3.

### STAGE 3 - Final Evaluation & Contract Award

If you are shortlisted for stage 3 you will be invited to detailed discussions to allow us understand your proposals. While these will not be scored, they will be used to clarify and validate your proposal and will inform the final quality score.

This will include:

- A presentation of your proposal where We will ask any clarification questions in order to fully understand your proposals
- A visit by Us to one of your existing sites to allow us to validate certain parts of your bid.
- If you do not have a current site available, validation of your submission will be undertaken via an additional in-person clarification interview.

We will also hold commercial discussions around what the final deal would look like prior to you submitting your best and final offer. This may include:

- Proposed rent
- Contract length

- Any proposed revenue sharing arrangement

Please note that the commercial discussions will also not be scored. Final evaluation will be based solely on the content of your submitted best and final offer (BAFO) which you will be asked to submit at the end of Stage 3.

FULL DETAILS OF THE WEIGHTINGS, EVALUATION CRITERIA AND SCORING CAN BE FOUND IN THE TENDER DOCUMENTS

#### **II.2.5) Award criteria**

Concession is awarded on the basis of the criteria stated in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £3,300,000

#### **II.2.7) Duration of the concession**

Duration in months

120

#### **II.2.14) Additional information**

The contract is expected to commence on 01 Aug 2025 for a period of 10 years but this is negotiable

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

#### **II.2.1) Title**

Restaurant

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 55300000 - Restaurant and food-serving services

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

NUTS codes

- UKE - Yorkshire and the Humber

Main site or place of performance

Sheffield

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

The same details as in Lot 1 apply however:

For the Restaurant opportunity (only) evidence of experience of successfully launching a new business of a similar nature is required.

#### **II.2.5) Award criteria**

Concession is awarded on the basis of the criteria stated in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £8,600,000

#### **II.2.7) Duration of the concession**

Duration in months

120

#### **II.2.14) Additional information**

The contract is expected to commence on 01 August 2025 for a period of 10 years but this is subject to negotiation



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

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions, indication of information and documentation required

This information can be found within the tender documents

#### **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 concession**

#### **III.2.3) Information about staff responsible for the performance of the concession**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the concession

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## **Section IV. Procedure**

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

#### **IV.2.2) Time limit for submission of applications or receipt of tenders**

Originally published as:

Date

31 January 2025

Local time

2:00pm

Changed to:

Date

3 February 2025

Local time

12:00pm

See the [change notice](#).

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

English

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

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

Sheffield Hallam University

Sheffield

S1 1WB

Country

United Kingdom