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Tender

Town Hall Catering Services

Sheffield City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-043682

Procurement identifier (OCID): ocds-h6vhtk-05679c ([view related notices](#))

Published 29 July 2025, 9:00am

Scope

Reference

101826

Description

As part of the Council's services, we offer an event facility for both external customers (weddings etc.) and internal customers (supplier events, community events etc.) at the Town Hall. These events have the option of having catering included on a fixed price per head basis. As the catering facility is an essential part of the event space offering, we are looking to undertake a procurement exercise to secure a new contract for the provision of catering and bar facilities for internal and external catering events within all the council's premises (primarily Town Hall) used as a hire venue. There will also be the occasional requirement to cater for other large events such as the Lord Mayor may require from time to time. The new procurement exercise will be split into the following Lots:

- Lot 1 – Catering Service for Internal and External Events
- Lot 2 – Catering Service for Business Meetings and Training
- Lot 3 – Full Bar Service of Alcoholic and Soft Drinks

Total value (estimated)

- £187,083 excluding VAT
- £224,499 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 November 2025 to 30 October 2026
- Possible extension to 31 October 2027
- 2 years

Description of possible extension:

1 x 12 month extension

Main procurement category

Services

CPV classifications

- 55520000 - Catering services

Contract locations

- UKE32 - Sheffield

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

12 August 2025, 12:00pm

Tender submission deadline

29 August 2025, 4:00pm

Submission address and any special instructions

https://uk.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=96489&B=

Tenders may be submitted electronically

Yes

Award criteria

Tender has award criteria of price and quality which are different for each Lot

Procedure

Procedure type

Below threshold - open competition

Special regime

Concession

Contracting authority

Sheffield City Council

- Public Procurement Organisation Number: PPQT-9425-JWVM

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Region: UKE32 - Sheffield

Organisation type: Public authority - sub-central government