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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

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
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## Participation

### Particular suitability

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

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## 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/rwlenrance\\_s.asp?PID=96489&B=](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=96489&B=)

### Tenders may be submitted electronically

Yes

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## Procedure

### Procedure type

Below threshold - open competition

### Special regime

Concession

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## Contracting authority

### Sheffield City Council

- Public Procurement Organisation Number: PPQT-9425-JWVM

Town Hall, Pinstone Street,

Sheffield

S1 2HH

United Kingdom

Contact name: Tim Dent

Telephone: +44 01142053646

Email: [tim.dent@sheffield.gov.uk](mailto:tim.dent@sheffield.gov.uk)

Website: <http://sheffield.gov.uk>

Region: UKE32 - Sheffield

Organisation type: Public authority - sub-central government