

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/055018-2025>

Tender

## **Temporary Hospitality, Catering and Events Staff for ACE**

University Of Edinburgh

F02: Contract notice

Notice identifier: 2025/S 000-055018

Procurement identifier (OCID): ocds-h6vhtk-0596b2

Published 9 September 2025, 1:40pm

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

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

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Contact**

Elliot Freeman

#### **Email**

[Elliot.Freeman@ed.ac.uk](mailto:Elliot.Freeman@ed.ac.uk)

#### **Telephone**

+44 1316502759

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.ed.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00107](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=b00bf88c-8f28-485d-87cf-5a33b56e5fa8&VISITORID=b00bf88c-8f28-485d-87cf-5a33b56e5fa8>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=b00bf88c-8f28-485d-87cf-5a33b56e5fa8&VISITORID=b00bf88c-8f28-485d-87cf-5a33b56e5fa8>

**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**

Temporary Hospitality, Catering and Events Staff for ACE

Reference number

EC1019

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

- 79620000 - Supply services of personnel including temporary staff

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

Services

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

ACE uses agency staff at times of high demand for its services to keep them open and running, in order to facilitate the delivery of contracted business. There are recognised difficulties with sourcing the required volume, quality and standard of staff through currently available avenues and within the timeframes required, therefore the aim of this framework is to ensure ACE are in the best possible position to source staff for their estate.

This project is looking to establish a new framework agreement with suppliers who have the resource and capacity to work with the University to provide catering staffing resources as and when required.

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

Value excluding VAT: £3,600,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

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

Kitchen Staff

Lot No

3

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKM75 - Edinburgh, City of

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

ACE operates across the city of Edinburgh. There are multiple venues and location across this wide geographical area, where agency staff will be required to attend for work. All locations may require staff at any one date and time.

The volume and type of staff required will be dependent on business needs. Historical data highlights the roles where the highest volume of staff is required are:

- Head Chef – Rare but maybe required for interim periods of up to 3 months;
- Chef – estimate of up to 10+ on busier days;
- Kitchen Assistants – estimate 15 + on very busy days; and
- Kitchen Porter – estimate of up to 5+ on busier days.

Please be aware that these figures are given in good faith but may not be representative of future demand.

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

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

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

Value excluding VAT: £1,200,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

One extension period of 24 months will be available for use at the University's discretion, meaning a potential contract duration of 48 months, or four years.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

One extension period of 24 months will be available for use at the University's discretion, meaning a potential contract duration of 48 months, or four years.

#### **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) Description**

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

Hospitality and Events

Lot No

1

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKM75 - Edinburgh, City of

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

ACE operates across the city of Edinburgh. There are multiple venues and location across this wide geographical area, where agency staff will be required to attend for work. All locations may require staff at any one date and time.

The volume and type of staff required will be dependent on business needs. Historical data highlights the roles where the highest volume of staff is required are:

- Catering Assistants – estimate 15+ on very busy days; and
- Plate Waiters/Silver Service Staff – estimate 50+ on very busy days.

Please be aware that these figures are given in good faith but may not be representative of future demand.

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

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

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

Value excluding VAT: £1,600,000

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

One extension period of 24 months will be available for use at the University's discretion, meaning a potential contract duration of 48 months, or four years.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

One extension period of 24 months will be available for use at the University's discretion, meaning a potential contract duration of 48 months, or four years.

#### **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) Description**

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

Domestic Services

Lot No

2

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKM75 - Edinburgh, City of

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

ACE operates across the city of Edinburgh. There are multiple venues and location across this wide geographical area, where agency staff will be required to attend for work. All locations may require staff at any one date and time.

The volume and type of staff required will be dependent on business needs. Historical data highlights the roles where the highest volume of staff is required are:

- Hotel Bedroom Attendants;
- Hotel Public Area Cleaners
- Student Property Domestic Cleaning Staff

**II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 80

Price - Weighting: 20

**II.2.6) Estimated value**

Value excluding VAT: £800,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

One extension period of 24 months will be available for use at the University's discretion, meaning a potential contract duration of 48 months, or four years.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**



Options: Yes

Description of options

One extension period of 24 months will be available for use at the University's discretion, meaning a potential contract duration of 48 months, or four years.

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

---

### **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

#### **III.2) Conditions related to the contract**

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

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

---

## **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

Envisaged maximum number of participants to the framework agreement: 9

#### **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

10 October 2025

Local time

12:00pm

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

English

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

Date

10 October 2025

Local time

12:00pm

---

## 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 buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29584. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The University has included a Community Benefits Menu as part of this procurement in the attachments area on PCS-T. Suppliers are required to complete and attach this to the Community Benefits question in the Technical Envelope of PCS-T.

This menu includes a list of Community Benefits that can be offered and the number of points you can obtain for each one. Suppliers should consider what Community Benefits they can offer in accordance with the appropriate banding provided in Table 1 below. Supplier responses here and to this tender in general will form a commitment to deliver Community Benefits if appointed to the framework. Benefits will be delivered proportionate to the value of the work received by each supplier through this framework. This will be managed at the strategic meetings. If no work is received through this framework, suppliers will not be expected to deliver community benefits.

The banding has been set proportionate to the value of the contract you are bidding to deliver. For this requirement, the University is expecting the supplier to complete the menu up to the full potential value of each lot (including extensions) that they are bidding for. If bidding for more than one lot, then your menu response should be to the full combined value of each lot.

(SC Ref:809078)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom