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Tender

## **CONCESSION Coach House Cafe Tender, Penlee House Gallery and Museum**

Penzance Town Council

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

Notice identifier: 2025/S 000-073949

Procurement identifier (OCID): ocds-h6vhtk-05e163 ([view related notices](#))

Published 14 November 2025, 12:30pm

This is an old version of this notice. [View the latest version.](#)

### **Scope**

### **Reference**

11.2025 (001)

### **Description**

The Council is seeking to appoint a Concessionaire to run a café facility at the Penlee House Gallery and Museum.

The appointed Supplier (aka the Concessionaire) would pay a commission-based licence fee, based on percentage gross income with minimum £20,000 annual payment to operate the Café.

The value of the fee will be determined through this tender exercise. A proposed commission structure is set out in the Headline Terms document.

Full details around the Tender can be found in the accompanying documentation.

### **Total value (estimated)**

- £3,780,000 excluding VAT
- £4,536,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 9 February 2026 to 8 February 2029
- Possible extension to 8 February 2035
- 9 years

Description of possible extension:

Acceptable delivery and returns in line with stated outcomes from the concession.

### **Options**

The right to additional purchases while the contract is valid.

As set out in tender pack

### **Main procurement category**

Services

## **CPV classifications**

- 55300000 - Restaurant and food-serving services
- 55400000 - Beverage-serving services
- 55500000 - Canteen and catering services
- 55900000 - Retail trade services

## **Contract locations**

- UKK30 - Cornwall and Isles of Scilly

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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 December 2025, 11:59pm

### **Tender submission deadline**

11 January 2026, 11:59pm

## **Submission address and any special instructions**

Email tenders to: [tenders@penzance-tc.gov.uk](mailto:tenders@penzance-tc.gov.uk)

## **Tenders may be submitted electronically**

No

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## **Award criteria**

Details as set out in Tender Pack - See Part A: Invitation to Tender

Background, Instructions and Conditions of Tender

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## **Procedure**

### **Procedure type**

Below threshold - open competition

### **Special regime**

Concession

## Documents

### Associated tender documents

[Below Threshold-ITT-Part A-Instructions\\_FINAL\\_14.11.2025.pdf](#)

Below Threshold-ITT-Part A-Instructions\_FINAL\_14.11.2025 (to be read first)

[Below Threshold-ITT-Part B-Response TEMPLATE\\_v0.1.docx](#)

Below Threshold-ITT-Part B-Response TEMPLATE\_v0.1

[251113 Operator Agreement FINAL\\_DRAFT.pdf](#)

251113 Operator Agreement FINAL\_DRAFT

[Cafe operator headline terms\\_Final\\_14.11.2025.pdf](#)

Cafe operator headline terms\_Final\_14.11.2025

[Drg - MJ-027-03 - Proposed Plan and Elevation.pdf](#)

Drg - MJ-027-03 - Proposed Plan and Elevation

[Dwg - 6129-01-Kitchen area.pdf](#)

Dwg - 6129-01-Kitchen area

[Kitchen Equipment List.pdf](#)

Kitchen Equipment List

[Schedule 1 - Specification\\_FINAL\\_14.11.2025.pdf](#)

Schedule 1 - Specification\_FINAL\_14.11.2025

[Schedule 2 - Commercial model\\_FINAL\\_14.11.2025.xlsx](#)

Schedule 2 - Commercial model\_FINAL\_14.11.2025

[Clarification Log\\_v0.1.xlsx](#)

Clarification log.

Clarifications will be published against the Contract Notice on Find a Tender.

If interested in tendering for this project please ensure you add a "watch this notice" for alerts as from time to time additional information or clarifications may be published related to this tender.

It will be the responsibility of Bidders to ensure they are aware of all published clarifications and ensure that their bid has taken these into account.

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**Contracting authority**

## **Penzance Town Council**

- Public Procurement Organisation Number: PYNG-4641-RJNQ

Penlee Centre

Penzance

TR18 4HE

United Kingdom

Email: [tenders@penzance-tc.gov.uk](mailto:tenders@penzance-tc.gov.uk)

Website: <https://penleehouse.org.uk/>

Region: UKK30 - Cornwall and Isles of Scilly

Organisation type: Public authority - sub-central government