

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/078447-2025>

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 000-078447

Procurement identifier (OCID): ocids-h6vhtk-05e163

Published 1 December 2025, 12:07pm

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Scope

Reference

11.2025 (001)

Description

The Council is seeking to appoint a Concessionaire to run a café facility for Penlee House Gallery & Museum in Penlee Park.

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

Participation

Particular suitability

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

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

Tenders may be submitted electronically

No

Award criteria

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

Background, Instructions and Conditions of Tender

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_v0.2.xlsx](#)

Clarification Log_v0.2

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

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

Region: UKK30 - Cornwall and Isles of Scilly

Organisation type: Public authority - sub-central government