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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 000-078447

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

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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\\_v0.2.xlsx](#)

Clarification Log\_v0.2

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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