

BRAUNSTONE TOWN COUNCIL

Contract for the provision of Licensed Bar and Café Services

Tender Process and Timescales

Public Contracts Regulations 2015

Under the Public Contracts Regulations 2015, any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £30,000 shall be procured on the basis of a formal tender with a public notice of intention to place a contract to be placed on the Contracts Finder Website, on the Council's website and in any other relevant publication. A specification of the goods, materials, services and the execution of works must also be drawn up.

Financial Regulation 11.1 and Standing Order 6.6d cover in detail the Council's processes for contracts.

Timescales

- 3rd February: invitation to tender;
- 17th March 2025, 4pm: deadline for receipt of tenders;
- Week commencing 25th March 2025, tenders shortlisted;
- Week commencing 7th April: Member Panel Selection (including interviews) and recommendation (if required);
- 10th April Policy & Resources Committee receive details of tenders received, any shortlist produced, and an update on progress;
- by 25th April: selection of preferred supplier (and reserves) and offer of appointment to the contract;
- 11th July 2025: new contract commences.

Tender Process

The Tender is to be made on the Form of Tender, bound up with:

- (a) Instructions to persons tendering
- (b) Form of Tender
- (c) References
- (d) Tender Supporting Statement
- (e) Agreement for the Operation of Licensed Bar and Café Services

duly completed and signed, and must be delivered, enclosed in a plain sealed envelope bearing no mark or name indicating the identity of the sender, and endorsed 'Tender - Licensed Bar & Café Services' to the Chief Executive & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP, not later than 4pm on Monday 17th March 2025.

Persons tendering must obtain for themselves on their own responsibility and at their own expense, all the information which may be necessary for the purpose of making a tender and of entering into a Contract, and must examine all the relevant documents and must inspect and consider the sites and surroundings. Upon

submitting a tender, the person tendering shall be deemed to have satisfied himself/herself as to the correctness of any information or representation made in the Contract documents, and no claim of any kind shall be allowed on any ground of any such information or representation proving inaccurate or incomplete.

Enquiries

Enquiries relating to the Operation of this Contract may be made by making an appointment with the Resources & Facilities Manager on (0116) 2899270 or lydia.assi@braunstonetowncouncil.org.uk.