

**Invitation to Quote for Chef and catering services
AHDB Stand at ANUGA 2023
Cologne, Germany**

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Company Name: AHDB

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Budget: should not exceed £40,000 GBP

Tender Deadline: Thursday 17 August 2023

Show Name: Anuga

Show Dates: Saturday 7 October – Wednesday 11 October 2023

Show Venue: Koelnmesse, Cologne, Germany

Event Opening Times: 10am-6pm daily (*exhibitor access, 9am-7pm*)

Event website: www.anuga.com

Hall: 6.1

Stand Number: C-040g – D049g

Stand Size: 397.5sqm (26.5m x 15m)

1. Background

The Agriculture and Horticulture Development Board (AHDB) is based in Coventry, England and is a statutory levy board, funded by farmers, growers, and others in the food supply chain. It exists to make British agriculture industries more competitive and sustainable through factual, evidence-based advice, information, and activity. We want to create a world-class food and farming industry, inspired by and competing with the best.

For further information, please visit – www.ahdb.org.uk

2. Introduction

This document is an invitation to tender for the provision of chef and catering services for the AHDB on their exhibition stand at Anuga, the largest food and drink exhibition in the world.

The purpose of the stand is for AHDB to showcase and exhibit our quality meat products, and to act as a networking and meeting place. The stand will host 15 of our British processors who are looking to build business relationships with the international audience

that attends the event. The best way to promote our quality products is to allow the visitors to see and taste the products themselves.

AHDB are looking for a supplier to provide a first-class complex catering operation to provide sophisticated sampling plates to showcase the quality of British meat (Beef, Lamb, and Pork), to provide bar and coffee facilities and a team of server staff to ensure that this important show in our events calendar is a success.

Food sampling will be served directly to our 15 stand co-exhibitor booths that include 60 seats/covers and our central networking area of 64 seats/covers.

Hot & cold beverages should also be available throughout the event.

The stand will host a fully operational professional kitchen space equipped with water and waste services, 24-hour electrics to refrigeration units, and cooking and cleaning equipment, all managed and supplied by AHDB stand build contractor.

The final kitchen equipment requirements will be identified with the successful supplier. The kitchen area will also include work surfaces, dishwasher, sinks, shelves, and tall chillers for storage of products and ingredients. The bar/serving area will include work surfaces, shelves, glasswasher, refrigeration for drinks.

The successful supplier will work with AHDB to agree a menu that offers 2 beef, 2 lamb and 2 pork dishes. AHDB will provide all meat products, but the successful supplier will need to supply all supplementary ingredients.

The successful supplier will supply all crockery cutlery and glassware, along with draught beer, tea, barrister style coffee and cold drink supplies.

Delivery of all ingredients and supplies for the catering service will be arranged by the successful supplier.

All suppliers must show understanding of the task and be innovative and creative whilst offering good value for money and attention to detail. Suppliers must be fluent in English and German to support and communicate with AHDB staff, other suppliers, and the show organisers, both before during and after the event. The use of an interpreter is not permitted.

3. Working with AHDB and our stand build contractor

AHDB's stand build contractor will arrange the order and installation of all cooking equipment. The successful supplier is required to work with our stand build contractor to finalise the equipment list, the stand builder contractor will order equipment from <https://www.lowerental.com/uk/products/cooking-catering-equipment/>

Below outlines what has been used in previous years

- 2 x Plancha's (H9A)
- 2 x hotplates – singles (H10A)
- 1 x oven and stand (H17C)
- 1 x microwave (H12B)
- 1 x handwash sink (H21C)
- 1 x 1.8m s/s prep table (H20C)
- 1 x dishwasher station for crockery (H47A)
- 4 x tall chillers (G5)
- 2 x drinks chillers (H3DD)
- 1 x fast dishwasher for glassware (H47B)

4. Detailed requirements

The requirements of the catering service on the AHDB stand are to:

- Provide a vital large scale sophisticated catering operation in hosting 15 exporting companies (on stand booths) at various times across the exhibition duration serving circa 3000 visitors
- To showcase the quality of British meat with high quality samples serving an estimated 3000 sample meals, with the ability to serve more if required
- Provide two menus of beef, lamb, and pork dishes to be served on alternate days. The menu design must showcase the meat as the main attraction. The successful supplier will work with AHDB to agree the final menu.
- Provide all supplementary ingredients garnishes, sides, and sauces for all meals (AHDB will supply all meat products)
- Provide a bar service and barrister style coffee service including the provision of a professional barrister coffee machine and all glassware and crockery
- A team of staff on hand to offer first class hospitality services
- Cleaning and maintenance of the kitchen and service areas
- Ability to take delivery of and store our meat so that it can be prepared prior to the event if necessary.
- Delivery and transport of all food, drinks, accompanying equipment and service staff to our stand

5. Kitchen operational requirements

A large-scale catering operation must be in place to provide:

- A smooth professional operational kitchen with management of all required staff.
- Ability to manage the process of order taking and delivery within an appropriate service time.
- Ability to prepare product sous vide style prior to the event days (if necessary to ensure sample number are met)
- Provision of all required table wear, crockery, and cutlery
- Work with the stand builder prior to the event to ensure that the kitchen is a functional kitchen space (a budget for kitchen equipment is allocated via the stand builder)

6. Serving/Bar operational requirements

A fully stocked bar and coffee service to be ran throughout the duration of the show and charged on consumption. Serving around 750 visitors to the stand on each day, you would need to provide:

- Provision of a professional barrister style coffee machine
- 2 local draught beers (provision of barrels and pumps)
- Provision of local wine
- Provision of all tea & coffee drink supplier
- Provision of all soft drinks and refreshments
- Arranging all glassware/crockery for this area
- Staff to service, deliver, and maintain this area each day
- Working with the stand builder to ensure all elements are covered

The stand builder will provide the bar space with fridges required, all above and other elements will be provided by the successful supplier.

*AHDB will provide any specific British products if required.

7. Staffing operational requirements

We require the following service times

- Food samples: 11am-5.30pm
- Barrister coffee: 9am-6.30pm
- Bar service: 10am-6.30pm

There are a range of staff needs that will need to be organised and managed by the successful supplier, which are listed below.

Saturday 7 October:

Barista	9am – 7pm
Bar	10am – 7pm

Service 1	9am – 7pm
Service 2	10am – 6pm
Service 3	10am – 6pm
Service 4	10am – 6pm
Service 5	10am – 6pm

Cook 1	10am – 6pm
Cook 2	10am – 6pm
Kitchen help	10am – 6pm

Sunday 8 October:

Barista	9am – 7pm
Bar	10am – 7pm

Service 1	9am – 7pm
Service 2	10am – 6pm
Service 3	10am – 6pm
Service 4	10am – 6pm
Service 5	10am – 6pm

Cook 1	10am – 6pm
Cook 2	10am – 6pm
Kitchen help	10am – 6pm

Monday 9 October:

Barista	9am – 7pm
Bar	10am – 7pm

Service 1	9am – 7pm
Service 2	10am – 6pm
Service 3	10am – 6pm
Service 4	10am – 6pm
Service 5	10am – 6pm

Cook 1	10am – 6pm
Cook 2	10am – 6pm
Kitchen help	10am – 6pm

Tuesday 10 October:

Barista	9am – 7pm
Bar	10am – 7pm

Service 1	9am – 7pm
Service 2	10am – 6pm
Service 3	10am – 6pm
Service 4	10am – 6pm
Service 5	10am – 6pm

Cook 1	10am – 6pm
Cook 2	10am – 6pm
Kitchen help	10am – 6pm

Wednesday 11 October

Barista	10am – 2pm
Bar	10am – 2pm

8. Dates of build, show and breakdown

- Assist with operational requirements of stand build and manage set up of kitchen on Friday 6th October.
- Assist the dismantling of your key areas on stand on Wednesday 11th October at close of show.

9. Quote Process

All submissions must be written in English and should contain the following.

- A sample menu of what could be achieved using 2 different beef cuts, 2 different lamb cuts and 2 different pork cuts
- A fully itemised bar service menu (including prices for billing itemisation)
- The quote should be clearly itemised for all services and provision, stating if any sub-contractors will be used.
- Information on if you have delivered this type of service previously
- Hygiene and food service certificates

The successful supplier shall deliver the whole of the services, complete in all parts and furnished with every necessary detail, notwithstanding any omission or inconsistency in the specification.

Except as otherwise stipulated in the specific conditions of service required, the contract shall remain at the fixed price and rates shall not be revised.

The AHDB stand manager can order reasonable additions to/reductions from the service specified. These amendments shall be requested in writing and agreed by both parties.

The successful supplier must be able to communicate fluently in both English and German.

Upon being awarded this contract the supplier should be available for a meeting within the first week of awarding to establish key elements for delivery.

10. Evaluation of Quotes

Your quote will be awarded against the below criteria:

Price 20% (you must demonstrate value for money)

Itemised costing of the key areas of the tender for:

- Event management
- Costings per sample portion based on 3000 servings
- Costings per sample portion over 3000 servings
- A menu cost for drinks charged on consumption (breakdown of drinks/refreshments per drink and overall estimated cost to deliver for the event)
- Costings for supply of any equipment
- Costings for staffing
- Cost of transport

Ability to complete all criteria 60%

- Delivery of kitchen / serving / bar / hospitality & all equipment elements above
- Outline of staff numbers and roles
- Ability to meet event timelines, build up, delivery, and breakdown
- Note any parts that you are unable to deliver
- Ability to deliver the outlined suggested menu above, with any possible alternatives for consideration

Experience 20%

- Background of catering operation and any other events attended at this scale
- Examples of previous activity carried out of similar nature for all areas, with reference images

The overall cost for all inclusions should not exceed **£40,000 GBP**.

Please email your catering proposal to hayley.hanson@ahdb.org.uk by **Thursday 17 August 2023**

Reference Information

a. Venue Layout

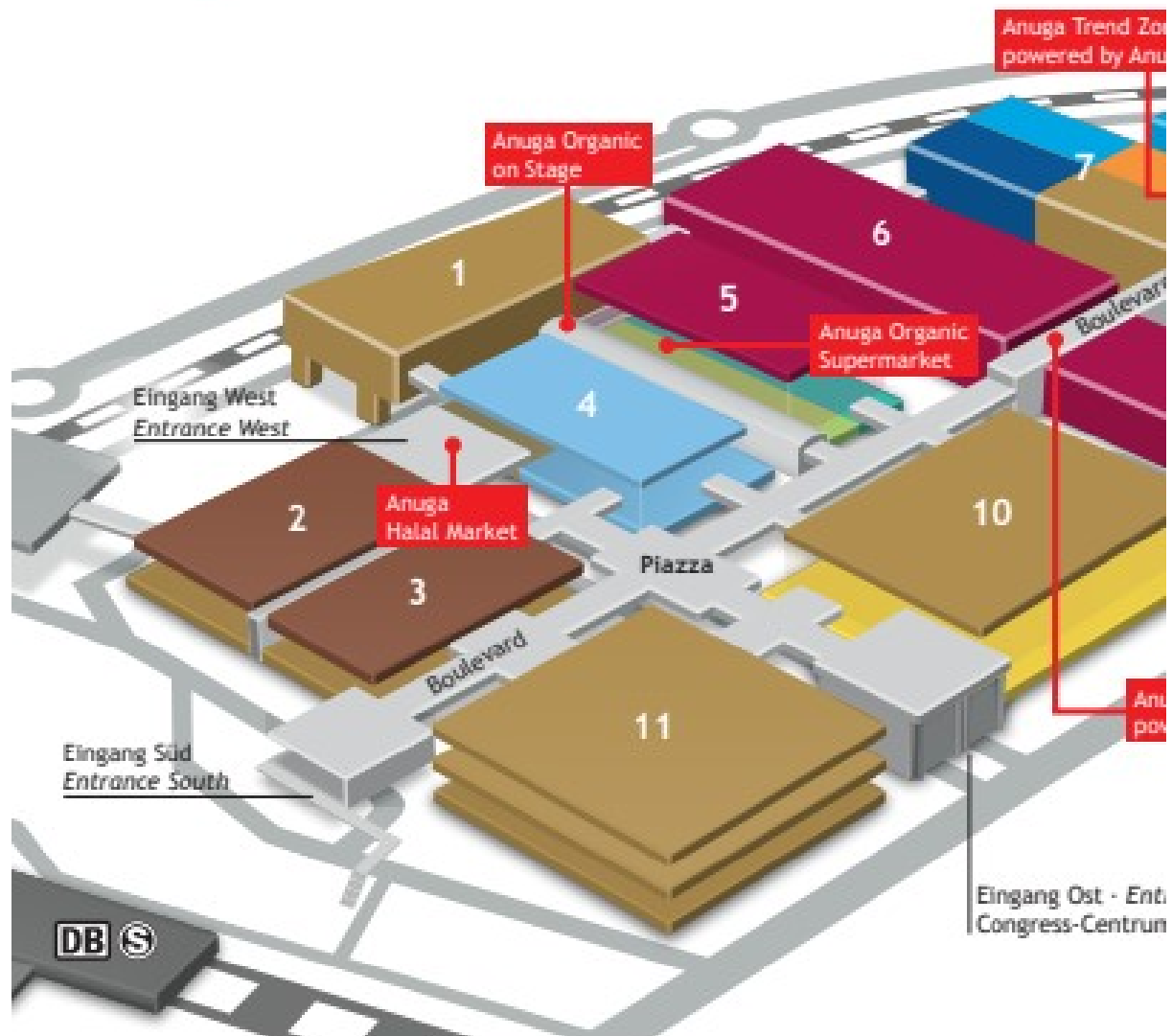


TASTE THE FUTURE

KÖLN · COLOGNE

07.-11.10.2023

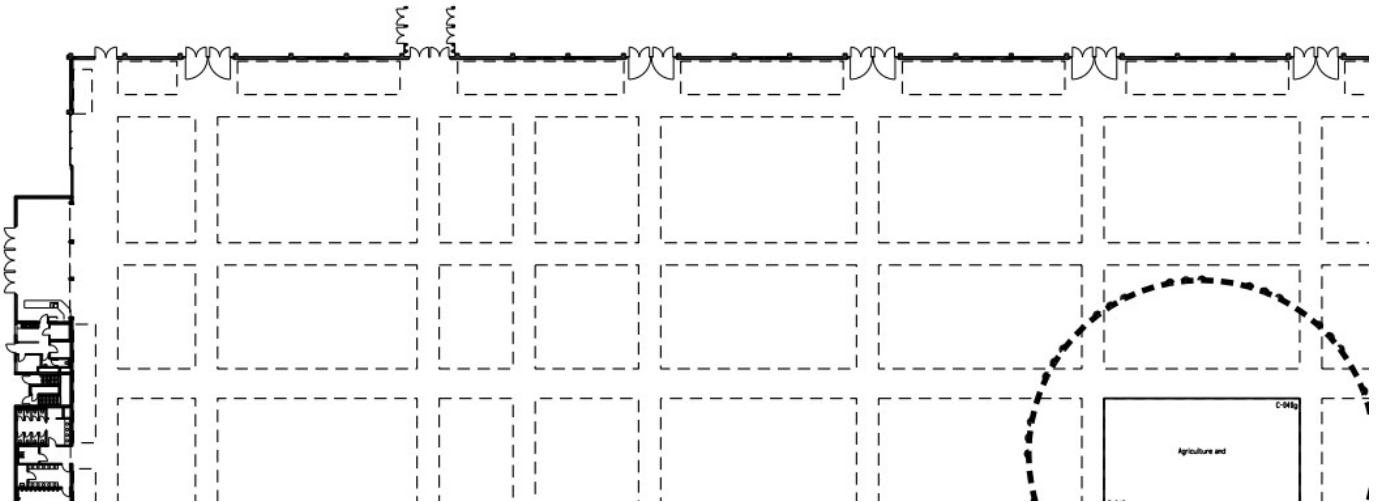
HALLENBELEGUNG | HALL ALLOCATION



Stand: Juni 2023, schematische Darstellung | June 2023, schematic representation

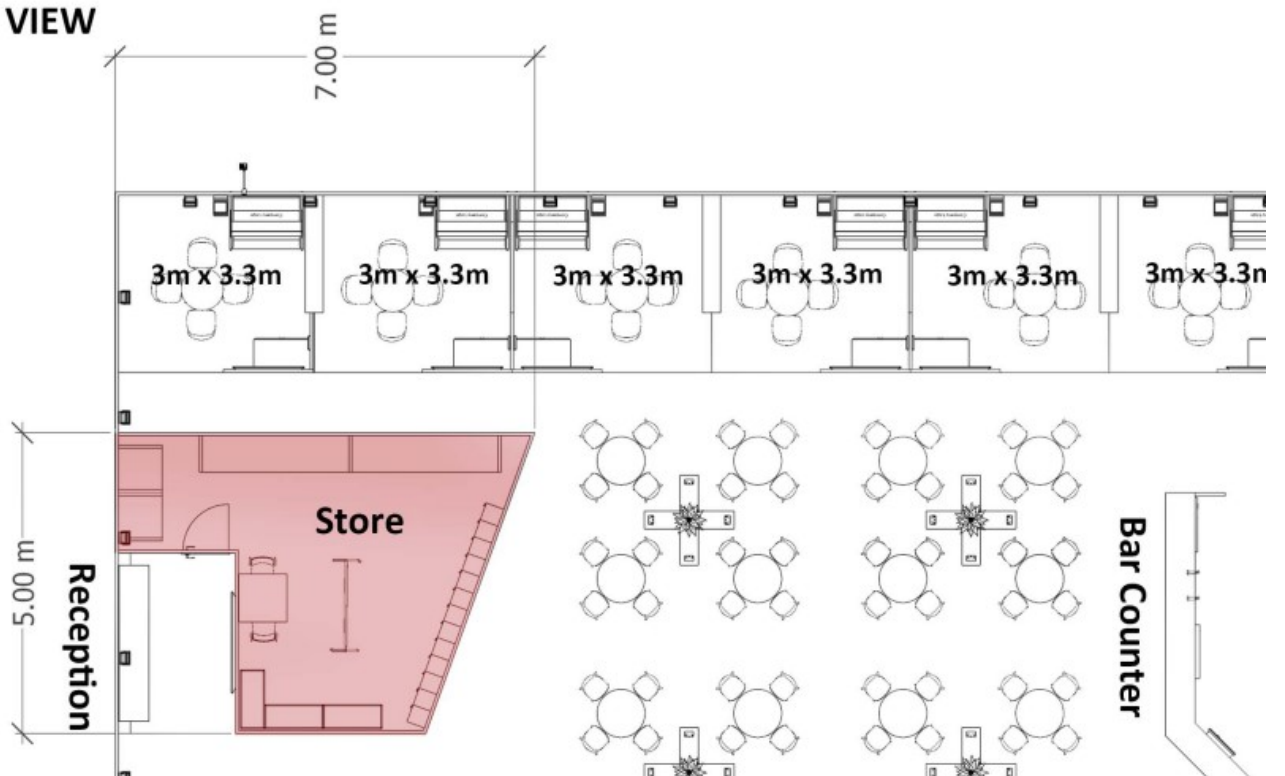
b. Hall Layout

Hall 6

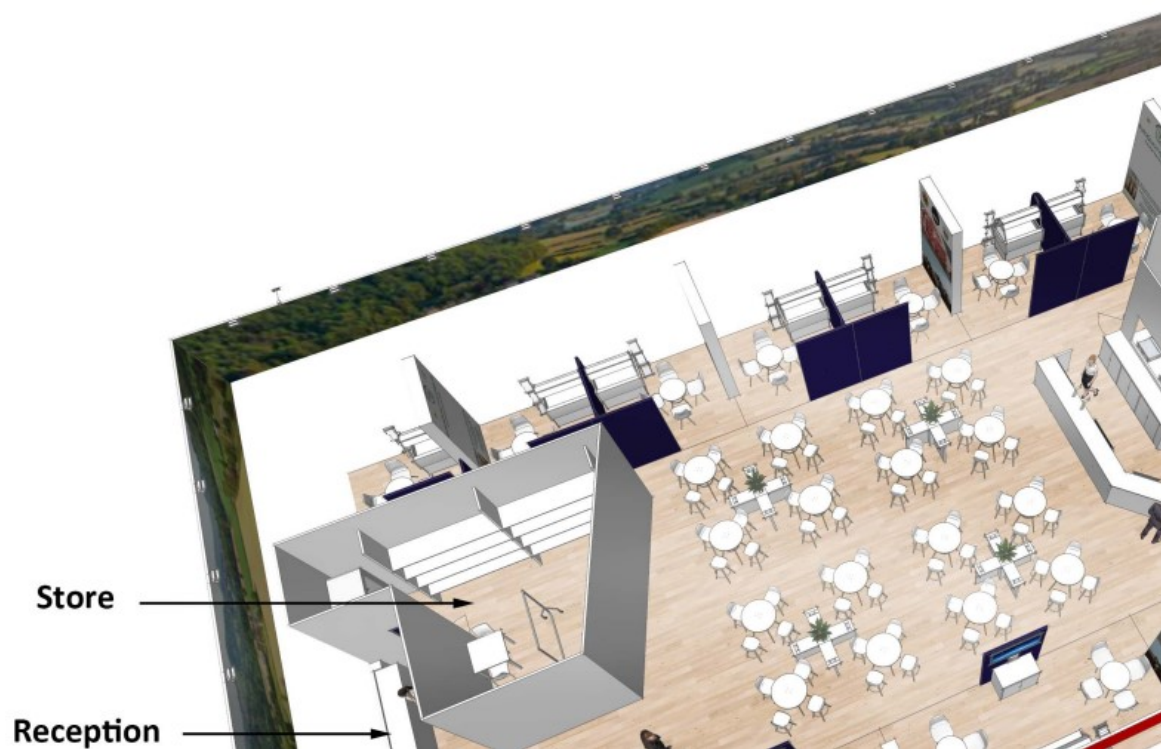


c. Stand design layout

PLAN VIEW



d. Stand Visual



e. Images of previous dishes produced.

