



## Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	<b>Intention to Seek Tenders for the Procurement of Supplies and Services</b>
<b>Date:</b>	16 October 2014
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks & Leisure
<b>Contact Officer:</b>	Jacqui Wilson Business Manager

<b>1</b>	<b>Relevant Background Information</b>
	<p>In April, Members gave approval for a list of planned procurement exercises for the department for 2014/15. In addition, it was noted that a follow up report, if necessary, would be tabled in October seeking approval for additional procurement exercises. Officers are currently progressing the list of tenders approved in that report, but additional requirements have been identified in the interim for the contract set out below.</p>

<b>2</b>	<b>Key issues / events.</b>
	<p>There is a requirement to initiate a procurement exercise for the contracts/tender for the Provision of a Catering Service at Belfast Castle, Malone House &amp; Stables Restaurant as the current contract expires in June 2015.</p> <p>Currently a piece of work has been initiated by the department to look at a commercial strategy for the department's commercial services such as Belfast Castle, Malone House, the Stables and the Zoo. This work is due to complete in November however due to the timeframe required for a tender process the department needs to start the tender process. This can be reviewed subject to the findings of the commercial strategy report.</p> <p>At present, the anticipated duration of the contract will be one year, with the option to review for a second, subject to satisfactory performance and annual review. The department will ensure appropriate contract management processes are in place for this tender.</p> <p>Committee is asked to note that the tender will be evaluated on both cost and quality and the tender will be awarded to the most economically</p>

	advantageous tenders.
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<b>3</b>	<b>Resource Implications</b>				
	<p><u>Financial</u> The cost / value of the tender has been provided for within the relevant Revenue Estimates for the department. Anticipated value, where known, is as follows;</p> <table border="0"><thead><tr><th><b>Tender</b></th><th><b>Potential Revenue</b></th></tr></thead><tbody><tr><td>Provision of a Catering Service at Belfast Castle, Malone House &amp; Stables Restaurant</td><td>£150,000 p.a</td></tr></tbody></table> <p><u>Human Resources</u> There are no additional human resource implications</p> <p><u>Asset and Other Implications</u> Completion of the identified procurement exercise will enable the department to continue to provide a high standard of service while still effectively managing our resources</p>	<b>Tender</b>	<b>Potential Revenue</b>	Provision of a Catering Service at Belfast Castle, Malone House & Stables Restaurant	£150,000 p.a
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<b>4</b>	<b>Equality and Good Relations Implications</b>
	As there is an open tender process there are no implications.

<b>5</b>	<b>Recommendations</b>
	It is recommended that Members approve the proposed tendering exercise and authorise the Director, under the Scheme of Delegation, to award the successful tenders.

<b>Decision Tracking</b>
All tenders to be issued, evaluated and approved during the financial year 2014/15 for award in June 2015

<b>Key to Abbreviations</b>
None

<b>Documents Attached</b>
None