



Belfast City Council

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to seek tenders for the supply of catering foodstuffs
Date:	February 2008
Reporting Officer:	George Wright
Contact Officer:	Peter McKay

Relevant background information

As Members will be aware, the Catering unit supplies a wide range of food and beverage services to the Council via both the Atrium restaurant outlet and also via member catering and the provision of trolley services.

Traditionally the catering unit has sourced foodstuffs from a wide variety of different suppliers, due not only to the diversity of food products but also in an effort to optimise both the quality and cost of the food supplies purchased. In addition, many of the unit's food purchases involve fresh produce required on a daily basis.

Consequently there has been no formal contract in place with suppliers. However, the annual aggregated spend on all categories of catering foodstuffs for the year ended 31st March 2007 was **£135,396**. Given this level of expenditure it is felt that the Facilities Management unit should undertake a formal tendering exercise in order to secure and demonstrate value for money in the purchasing of catering foodstuffs.

Tenderers will be invited to submit prices in respect of the following categories:-

- Fruit and vegetables
- Poultry
- Beef, pork and lamb
- Dairy products
- Fish
- General supplies

Tenderers may price for some or all categories, but must submit bids for all items within each tendered category. Notional quantities based on historical usage data have been provided. The tender submission will be evaluated by the Facilities Manager and the Restaurant & Catering Manager, in liaison with the Procurement Manager and the Admin. & Business Manager (Facilities Management).

Key Issues

Tenders will be sought by public advertisement, and evaluated according to the following criteria:

- Cost
- Quality
- Delivery guarantees (fresh produce particularly)
- Environmental impact
- Ability to work in partnership

The resulting contract will be let for a period of two years, with an optional extension for a further year.

Resources ImplicationsFinancial

It is anticipated that subjecting these food categories to competitive tender will result in significant savings to the Council. Provision for the purchase of foodstuffs has been made in the Catering Unit's 2008/2009 revenue estimates.

Human Resources

There are no Human Resources issues.

Asset & other implications

None.

Recommendations & Decisions

It is recommended that the Committee approve the invitation of tenders for the supply of catering foodstuffs as set out above.

Key to Abbreviations

None

Documents attached

None