**Tender for museum catering and hire**

**Procurement**

**Soft Market Testing Questionnaire**

**DN**250046

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Procurement and Commercial Relationships

## 1 Introduction

## 1.1 Instructions

Please read the document and if you feel that your organisation is able to contribute to this Soft Market Testing exercise please complete the questionnaire attached to the end of this document and return by uploading into the ProContract system, no later than 31st March 2017 **noon** GMT. Please note that this is not a call for competition.

Please find attached a non-disclosure agreement which you are required to read in conjunction with this document.

The following are pertinent to this soft market testing:

* An understanding of what Bristol City Council (BCC) is aiming to deliver;
* An ability to innovate and add value;
* Whether the market has experience of being involved in and delivering similar projects; and
* The overall value added in helping to scope the project.

For the avoidance of doubt, this notice is for the purpose of conducting a soft market testing exercise, and will not formally begin the procurement or constitute any commitment by Bristol City Council (“BCC”) to undertake any procurement exercise.

1.2 Soft Market Testing (SMT) Information

SMT in this case is where BCC, is at an early stage in development of its proposals but prior to formulating any formal procurement opportunity, seeks input from the market as to what might be the most potentially attractive way of packaging and scoping any future procurement opportunity.

This exercise will also provide an opportunity for BCC to obtain insight into how potential providers might approach the delivery of the service in question. It also gives useful early insight into the likely level of interest in a proposed project from that market.

Potential bidders will not be prejudiced by any response or failure to respond to the soft market testing. Potential bidders must also note that a response does not guarantee an invitation to participate in this or any future procurement that Bristol City Council may conduct, nor that Bristol City Council will procure any such supply and services or BCC accepts any proposals offered. Any procurement of the supply and services by Bristol City Council will be carried out strictly in accordance with the Public Contracts Regulations 2015.

BCC have developed a questionnaire (please find within the attachments section and download for your completion). As stated above, the outcome of the SMT exercise will inform an options appraisal with recommendations. Further detailed reports will be prepared as appropriate in accordance with the Council’s tender and approval procedures, and in accordance with the Public Contracts Regulations 2015.

1.3 Confidentiality, Freedom of Information and IPR (Intellectual Property Rights)

BCC requests that participants download and return the SMTE questionnaire in accordance with the Non-Disclosure Agreement. The purpose of the agreement is to protect both BCC and your confidential information. Please be aware that we are subject to the disclosure requirements of the Freedom of Information Act (FoIA) and that potentially any information we hold is liable to disclosure under that Act. For this reason, we would strongly advise that any information you consider to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under the FoIA that requests will be dealt with in accordance with the legislation and giving full regard to the Non-Disclosure Agreement.

1.4 Third Party Costs

The Council will not reimburse any costs incurred by third parties in connection with preparation and submission of their responses to this project. The Council is committed to carry out this soft marketing testing process with due care and diligence.

**2 Project Background Information**

2.1 Bristol City Council is undertaking soft market testing exercise to potentially re-tender museum catering and hire.

Through a third party we currently run a mature profitable food and beverage offer to the general public and conferencing and private events. We need to work with a partner to:

* Deliver all aspects of a public food and beverage offer at Bristol Museum & Art Gallery and M Shed for at least the times during our museum open hours which are Tuesday to Sunday 10am-5pm and Mondays during bank holidays and Bristol School holidays
* Deliver all aspects of sales, marketing and delivery of conferences and events
* Work in partnership to grow the business on an annual basis including working together on marketing our public programme and staff development for both parties
* We’re seeking capital investment to further improve the offer
* We’re a museum first and any offer must work in harmony with our pubic offer to approx. 1M annual visitors and ensure our collection is protected at all times

2.2 The above list is not exhaustive, and full details of the entire current system will be given in the tender documents at a later date.

2.3 BCC is investigating the market for retendering the goods and services or works related to this project, to provide similar functionality as the existing system and enhancements where possible

2.4 One key objective is to understand flexibility of contractors to provide goods and services or works to Bristol and reduce ongoing revenue costs.

## 3 Market Research Information

3.1 Soft Market Testing Submission

The respondent will ensure when returning the completed questionnaire template that the size of the document does not exceed 15MB but documents can be contained within a ‘ZIP FILE’.

3.2 Submission

The completed Excel questionnaire response document is required to be submitted by no later than the date given in paragraph 1.1 above.

3.3 Named Information

All information must be clearly marked with the respondent’s name and the question to which it relates.

3.4 Clarifications Deadline

For clarifications about this questionnaire, please place in writing via the ProContract Portal by no later than 27th March 2017 noon GMT.

## 4 SMT Questionnaire

4.1 We would like to hear from organisations that would be willing to explore new ways to develop a cost effective, sustainable, flexible and creative service related to this project. Please submit your SMT questionnaire response and ideas how we could deliver services.

4.2 The SMT questionnaire is intended for use by businesses and organisations interested in participating in the potential future procurement related to this project.. It is not intended for general public use.

4.2 To assist BCC in the development of their outline business case proposals and in formulation of procurement documentation, the Council is seeking, and would be grateful for, written responses to a number of questions set out in this document

4.4 Taking the requirements into consideration, please could you answer the questions and insert within the **Excel** information capture document which can be found in the Attachments section within the ProContract e-tendering system.

Many thanks for your time and interest in this project.

**5 Potential Scope of Tender Specification Requirements**

BCC envisages issuing an Invitation to Tender, which is subject to the recommendations of this SMT exercise. This exercise will help develop the client specification and enable approval from the necessary financial delegated authority to be obtained.

**THANK YOU FOR YOUR TIME**