

# 4999 – Café Concession – LB Bexley, Civic Offices

## Details

The London Borough of Bexley is seeking a concessionaire to operate a café service within the Civic Offices, 2 Watling Street, Bexleyheath, Kent DA7 4EA modelled on a high street coffee bar with capacity to provide quality hot and cold beverages, bakery goods, packaged sandwiches, snacks and salads and limited hot food offers.

## Contract period

The contract will operate from 1st February 2020 for 3 years until 31st January 2023 with an option to extend for a further 2 years in one or more periods.

## Miscellaneous information

Tenders are being invited using the restricted procedure.

Potential providers must be aware that the transfer of undertakings (protection of employment) regulations (TUPE) will apply.

## Health and Safety at Work

*In meeting the duties placed by the Health and Safety at Work etc Act 1974, and subordinate legislation, the London Borough of Bexley (LBB) has selected the pre qualification schemes that form the Safety Schemes in Procurement Forum (SSIP) as the minimum standards of Health and Safety competence required.*

*Compliance with any one of these standards, details of which are available on the SSIP website, demonstrates an understanding of health and safety law and it's application in the working environment. As far as LBB is concerned the most common standards used are the Contractors Health And Safety Assessment scheme (CHAS), EXOR Health and Safety and OHSAS 18001 (<http://www.bsigroup.com/en-GB/ohsas-18001-occupational-health-and-safety/>)*

*Only companies suitably registered (with regards to Health and Safety) by an SSIP Forum member as 'Compliant' (this compliance must also be 'valid' ie assessed within the last 2 years) shall be invited to tender, therefore any application your company may need to make to any of these bodies must be completed successfully by the date any tender is issued. The LBB will carry out a final check on registration just prior to tender invitation and companies not suitably registered at that time will not be invited to tender.*

*Companies are expected to maintain a compliant registration (with regards to Health and Safety) with an SSIP Forum member for the duration of any contract.*

*The SSIP Forum acts as an umbrella organisation to facilitate mutual recognition between health and safety pre-qualification schemes wherever it is practicable to do so.*

## Licensing By Statutory Authority

Applicants must comply with:

- All statutory food safety legislation, including the Food Safety Act 1990.
- The requirements of HACCP (Hazard Analysis Critical Control Points) Legislation. Operatives are to have had Hazard Awareness Instruction and be able to demonstrate an understanding of hazard analysis and remedial actions.

## How to express an interest

If you wish to apply for this contract please follow the steps below:

Register your company free of charge on the London Tenders Portal (LTP)

Await acceptance. You will receive an email confirming your username and password for the LTP.

Use your username and password to log into the LTP and express your interest in the relevant contract number and category.

Shortly after you have expressed interest, you will receive a second email containing a link to access the tender documents.

## Additional information

If you wish to apply for e-mail alerts of future opportunities, please register your company free of charge on LTP

Tick all categories you are interested in being notified about - you will only receive e-mail alerts for those categories which you select.

## TIMESCALE

- The deadline for expressions of interest is: **27th October 2019**
- Submission of Applications documents by: **28th October 2019** (Late applications will not be accepted)
- Anticipated date for inviting shortlisted organisations to tender: **w/c 25th November 2019**
- Anticipated date for return of tender documents **w/c 16th December 2019**
- Anticipated award date is **w/c 17th January 2020**
- The date of commencement of contract is **1st February 2020**

The Council accepts no liability whatsoever for expressions of interest that are not received due to internet connectivity issues, transmission delays or errors.

If you wish to discuss any of the above please contact:

[procurement@bexley.gov.uk](mailto:procurement@bexley.gov.uk)

Procurement Processing Team, The London Borough of Bexley, Civic Offices, 3rd Floor East, 2 Watling Street, Bexleyheath, Kent, DA6 7AT