

## **BRAUNSTONE TOWN COUNCIL**

### **Contract for the provision of Licensed Bar and Café Services**

#### **Tender Process and Timescales**

##### Procurement Act 2015

Under the Procurement Act 2015, any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender with a public notice of intention to place a contract to be placed on the Contracts Finder Website, on the Council's website and in any other relevant publication. A specification of the goods, materials, services and the execution of works must also be drawn up.

##### Timescales

- 8th March: invitation to tender
- 23rd April, 4pm: deadline for receipt of tenders
- By week commencing 29th April: Member Panel to short list tenders (if required) for further examination and interview
- Weeks commencing 7th & 13th May: Member Panel Selection (including interviews) and recommendation
- By 17th May: selection of preferred operator (and reserves) and offer of appointment to the contract.
- 10th July 2019: commencement of contract.

##### Tender Process

The Tender is to be made on the Form of Tender which is bound up with the listed documents and the bound volume containing all the documents, duly completed and signed, must be delivered, enclosed in a plain sealed envelope bearing no mark or name indicating the identity of the sender, and endorsed 'Tender - Licensed Bar & Café Services' to the Executive Officer & Town Clerk, Braunstone Town Council, Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP, not later than 4pm on Tuesday 23rd April 2019.

Persons tendering must obtain for themselves on their own responsibility and at their own expense, all the information which may be necessary for the purpose of making a tender and of entering into a Contract, and must examine all the relevant documents and must inspect and consider the sites and surroundings. Upon submitting a tender, the person tendering shall be deemed to have satisfied himself/herself as to the correctness of any information or representation made in the Contract documents, and no claim of any kind shall be allowed on any ground of any such information or representation proving inaccurate or incomplete.

Enquiries relating to the work in this Contract may be made by contacting the Office of the Executive Officer & Town Clerk on (0116) 2899270 or [executiveofficer@braunstonetowncouncil.org.uk](mailto:executiveofficer@braunstonetowncouncil.org.uk).