

BRAUNSTONE TOWN COUNCIL



CONTRACT FOR THE OPERATION OF LICENSED BAR AND CAFÉ SERVICES

FORM OF TENDER



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk
Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP
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ALL OBLIGATIONS IN CONNECTION WITH COMPETITIVE TENDERING CONTRACT -
OPERATION OF LICENSED BAR AND CAFÉ SERVICES
BRAUNSTONE CIVIC CENTRE, KINGSWAY, BRAUNSTONE TOWN, LEICESTER
AND AT THE THORPE ASTLEY COMMUNITY CENTRE, LAKIN DRIVE, THORPE ASTLEY, LEICESTER

FORM OF TENDER

To : Members of Braunstone Town Council

PERSONAL DETAILS			
Surname		Other Names	
Title		Company name	
Address		Tel Number (home)	
		Tel Number (work)	
		Mobile Number	
Post Code		Email Address	

Having examined the Agreement for the Operation of Licensed Bar and Café Services, we offer to complete the Service required to be performed, in accordance with the Terms and Conditions of Contract for Services, Specification and Specific Terms between 11th July 2025 until the end of the contract term (including a potential one-year contract extension) for the following (excluding VAT):-

PERIOD	FIXED SUM OF £ (POUNDS) excluding VAT
11 th July 2025 to 10 th July 2026	
11 th July 2026 to 10 th July 2027	
11 th July 2027 to 10 th July 2028	
11 th July 2029 to contract end date.	

payable in twelve instalments per annum, each paid at monthly intervals.

I/we understand that:

1. 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.
2. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.
3. Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. If an applicant for any appointment or Contract with the Council is to his/her knowledge related to any Member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Chief Executive & Town Clerk. An Operator who fails to do so shall be disqualified for such Contract, and, if appointed, may be dismissed without notice.
4. Following the selection of a preferred operator; the information submitted in this Tender may be disclosable to third parties by the Council under the Freedom of Information Act 2000.
5. The Council are not bound to accept the highest or any tender it may receive.
6. A minimum of £5,000,000 Public Liability Insurance Cover is required for any one claim.
7. Debtors will be disqualified from appointment.

Signature

Print Name

Organisation

Date 2025

Instructions to Persons Tendering

The Tender is to be made on the Form of Tender, bound up with:

- (a) Instructions to persons tendering
- (b) Form of Tender
- (c) References
- (d) Tender Supporting Statement
- (e) Agreement for the Operation of Licensed Bar and Café Services

duly completed and signed, and 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 Chief Executive & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP, not later than 4pm on Monday 17th March 2025.

PLEASE RETURN THIS FORM TOGETHER WITH YOUR TENDER DOCUMENTS

REFERENCES WILL BE TAKEN UP WHEN CANDIDATES ARE INVITED TO INTERVIEW.
PLEASE INDICATE CLEARLY ANY REFEREE WE MAY NOT APPROACH AT THAT STAGE.

LICENSING ACT 2003
<input type="checkbox"/> I hold an existing 'Personal Licence' under Section 117 of the Licensing Act 2003 (copy attached)* OR <input type="checkbox"/> It will be necessary for me to make an application for a Personal Licence under Section 117 and understand that this contract cannot be implemented until such time as a Licence has been granted* <i>* Please tick as applicable</i>

FOOD HYGIENE (ENGLAND) REGULATIONS 2006
<input type="checkbox"/> I hold a Food Hygiene Certificate under the Food Hygiene (England) Regulations 2006 (copy attached)* OR <input type="checkbox"/> It will be necessary for me to make an application for a Food Hygiene Certificate under the Food Hygiene (England) Regulations 2006 and understand that this contract cannot be implemented until such time as a Food Hygiene Certificate has been granted* <i>* Please tick as applicable</i>

REFERENCES	
Please supply the names and addresses of persons who may be approached for references	
REFERENCE 1 (TRADE REFERENCE)	REFERENCE 2
NAME	NAME
ADDRESS	ADDRESS
POST CODE	POST CODE
TELEPHONE	TELEPHONE
EMAIL	EMAIL

BANK REFERENCE	
Please supply the details of your bank and confirm your consent for us to obtain a reference.	
ACCOUNT NAME	
BANK NAME	
BANK ADDRESS	
POST CODE	

I CONSENT TO YOU CONTACTING MY BANK FOR THE PURPOSES OF A REFERENCE	
SIGNED	
FULL NAME (BLOCK CAPITALS)	
ADDRESS (BLOCK CAPITALS)	
POST CODE	
DATE	

TENDER SUPPORTING STATEMENT

Please give details of:

- 1. any experience and skills you have relevant to the contract*
- 2. what qualities you/your organisation have to be the preferred Operator*
- 3. how you would make the Licensed Bar/Café Service a success*

You may submit additional information/documents to supplement your statement.

Signature

Print Name

Organisation

Date 2025