



## THE SUPREME COURT OF THE UNITED KINGDOM

Parliament Square, London SW1P 3BD

[www.supremecourt.gov.uk](http://www.supremecourt.gov.uk)

### CATERING CONCESSION OPPORTUNITY: PRE-QUALIFICATION STAGE

The Supreme Court, advised by Christopher Brown of Turpin Smale Catering Consultants, is seeking expressions of interest from suitably qualified caterers to participate in the tender exercise for the awarding of a concession with an indicative annual value of £200k excluding VAT to operate its 40-seat visitor<sup>1</sup> café, and its meeting room hire and hospitality services for professional court users attending for court hearings.

The 5 highest scoring financially sound caterers in pre-qualification<sup>2</sup> will be short-listed for the invitation to tender stage for the concession which has a target commencement date of 31 March 2014, and will have an initial duration of 3 years with the possibility of further extension.

To confirm your interest<sup>3</sup> in this opportunity, please provide in no more than 4 pages sufficient relevant information specific to these pre-qualification criteria for us to assess your suitability for the concession:

1. demonstrating the successful delivery of such services, particularly in the café market, to exceptionally high standards, in iconic venues (but do not describe more than 3 current or recent examples);
2. demonstrating creativity and individuality;
3. that the senior people in the company, responsible for developing and operating the services, will have an active, on-going involvement in the management of this concession, within the overall resources and operations of your company; and,
4. that the success of this concession would be important to the future development of your company.

We expect that the minimum turnover of the tendering organisations will be £1m<sup>4</sup> so we also need you to send: (a) your audited or published accounts (for the organisation which would be responsible for submitting the tender and, if successful, signing the contract) which cover the last two years of trading or the period that is available if trading for less than two years; and (b) a statement of that organisation's turnover, Profit & Loss and cash flow position for the most recent full year of trading, or part-year if full-year not applicable.

Please submit your response<sup>5</sup> including the requested financial information by email (with its Subject bar reading "**Supreme Court Catering Concession**" – headed for the attention of **Martin Thompson**<sup>6</sup> – and giving the name, 'phone number and email of **your point of contact**) by no later than **7 November 2013**<sup>7</sup> to:

[jcpcregistry@jcpc.gsi.gov.uk](mailto:jcpcregistry@jcpc.gsi.gov.uk)

We anticipate that we will notify every applicant of their pre-qualification result on 25 November. Then we plan to issue the invitations to tender by 29 November, hold a Briefing Day for tenderers on 6 December, and require tenders to be returned by noon on 9 January 2014

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<sup>1</sup> The Court is open to the public and we actively encourage visitors; and we had 70,000 last year.

<sup>2</sup> Subject to there being no tie for fifth place.

<sup>3</sup> Costs incurred in connection with the preparation and submission of expressions of interest will not be reimbursed even if the procurement process is altered or cancelled by the Court.

<sup>4</sup> Potential Concessionaires not having this level of turnover will still be considered on their merits.

<sup>5</sup> In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 ("FoIA") and Environmental Information Regulations 2003 ("EIR"), all information submitted to the Court may be disclosed in response to a request made pursuant to the FoIA and EIR. In respect of any information submitted by a Potential Concessionaire that it considers to be commercially sensitive, the Potential Concessionaire should clearly identify such information as commercially sensitive; explain the potential implications of disclosure of such information; and provide an estimate of the period of time during which the Potential Concessionaire believes that such information will remain commercially sensitive. However, Potential Concessionaires should note that even where information is identified as commercially sensitive, the Court might be required to disclose such information in accordance with the FoIA and EIR, and so the Court cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

<sup>6</sup> Martin Thompson is the Court's procurement manager on 020 7960 1891. Although we will not enter into discussion of the requirements at this stage, you may of course visit the Court as a member of the public.

<sup>7</sup> We will acknowledge receipt within two working days, and you must contact us if we don't