

ZIMBABWE HERITAGE FESTIVAL (ZHF) 2026

BARTENDER SERVICE TENDER REQUEST

TO: Bar Licence Holders and Established Bars

EVENT OVERVIEW

Event: Zimbabwe Heritage Festival (ZHF) 2026

Organiser: Milton Keynes Zimbabwe Community Association

Date: Saturday, 30 May 2026

Venue: Campbell Park, Milton Keynes

Expected Attendance: 6,000 attendees

Duration: 11:00AM - 9:00PM (10 hours)

TENDER OPPORTUNITY

Milton Keynes Zimbabwe Community Association invites qualified bartender service providers to submit proposals for operating **one (1) additional bar concession** at the Zimbabwe Heritage Festival 2026. The festival will feature **two bars total**: the official ZHF Bar (operated by the ZHF) and one additional licensed bar (this tender opportunity).

VENUE AND LOCATION DETAILS

Campbell Park, Milton Keynes

- Large open parkland with excellent access
- Power supply available on-site
- Water connection points accessible
- Designated bar area allocation (6m x 3m minimum)
- Vehicle access for setup and breakdown
- Parking facilities for staff

SERVICE REQUIREMENTS

Bar Operations

- **Operating Hours:** 11:00AM - 8:30PM (9.5 hours service)
- **Setup Time:** From 7:00AM on event day (or day before event)
- **Breakdown:** Complete by 10:30PM
- **Service Style:** Fast-casual outdoor festival service
- **Queue Management:** Efficient service to minimise waiting times

Staffing Requirements

- **Minimum Staff:** 4-8 qualified bartenders
- **Bar Manager:** 1 experienced supervisor on-site at all times
- **Licensing:** Bar Manager must hold a valid licence
- **Training:** Staff must be trained in responsible alcohol service
- **Uniforms:** Professional appearance required

Beverage Requirements

Essential Stock Categories:

- **Beers:** Premium lagers, local craft beers, non-alcoholic options
- **Wines:** Red, white, rosé, sparkling options
- **Spirits:** Full range including whiskey, vodka, gin, rum
- **Soft Drinks:** Selected range

EQUIPMENT AND INFRASTRUCTURE

Tenderer Must Provide:

- Complete mobile bar unit or temporary structure
- All refrigeration equipment (sufficient for 12-hour operation)
- Point-of-sale systems (card payment capability essential)
- All plasticware, serving equipment, and consumables
- Waste management solutions
- Cash handling security measures
- Public liability insurance (minimum £2,000,000)
- Premises license or temporary event notice

COMPLIANCE AND LICENSING

Mandatory Requirements

- Valid alcohol retail license or TEN (Temporary Event Notice)
- Public liability insurance (£2,000,000 minimum)
- DBS checks for all staff (enhanced preferred)
- Health and safety risk assessments
- Fire safety compliance certification

Regulatory Compliance

- Adherence to all UK licensing laws
- Challenge 25 policy enforcement
- Refusal register maintenance
- Incident reporting procedures
- Milton Keynes Council licensing requirements

COMMERCIAL TERMS

Payment Structure

- **Concession Fee:** Fixed fee (to be proposed)
- **Payment Terms:** 60% advance payment, 40% within 7 days post-event

Financial Responsibilities

- Tenderer covers all setup, operational, and breakdown costs
- Association covers basic utilities (power, water, waste)
- Tenderer responsible for waste disposal in provided bins
- Tenderer responsible for all licensing fees

TENDER SUBMISSION REQUIREMENTS

Company Information

- Company registration details and trading history
- Insurance certificates and coverage details
- Previous festival/event experience portfolio
- Client references (minimum 2 recent events)

Operational Proposal

- Detailed staffing plan and deployment schedule
- Complete equipment and infrastructure list
- Beverage menu and pricing structure
- Queue management and service efficiency plans
- Sustainability and waste management approach

Financial Proposal

- Concession fee proposal (fixed fee)
- Pricing strategy for all beverage categories
- Payment terms and banking arrangements

Additional Documentation

- Risk assessment and health & safety protocols
- Emergency procedures and incident management
- Quality assurance and customer service standards
- Setup and breakdown timeline
- Vehicle access and logistics plan

EVALUATION CRITERIA

Proposals will be evaluated based on:

1. **Experience and Credentials (25%)**

- Previous festival/outdoor event experience
- Scale of operations capability
- Client testimonials and references
- 2. **Operational Excellence (25%)**
 - Service quality and efficiency plans
 - Staff training and management
 - Equipment quality and reliability
- 3. **Financial Proposal (20%)**
 - Competitive concession fee
 - Value for money consideration
 - Financial stability and guarantees
- 4. **Compliance and Safety (15%)**
 - Insurance and licensing compliance
 - Health and safety procedures
 - Risk management protocols
- 5. **Innovation and Community Alignment (15%)**
 - Cultural sensitivity and community engagement
 - Sustainable practices
 - Local partnerships and sourcing

SUBMISSION DETAILS

Deadline

Proposals must be received by: Wednesday, 31 December 2025, 5:00 PM GMT

Submission Method

Submit complete proposals via email to:

Email: admin@zimheritagefest.com

Subject Line: "ZHF 2026 Bar Tender Submission - [Company Name]"

Contact Information

Primary Contact: Jeremiah Nyachuru

Email: jeremiah.nyachuru@mkzimca.org.uk

Contact number: 07512033698 | 07444571179 (WhatsApp only)

Additional Requirements

- All documents must be in PDF format
- Maximum file size: 20MB per email
- Include company logo and branding materials
- Provide emergency contact information

TIMELINE

- **Tender Release:** 10 September 2025
- **Site Visit Opportunity:** By appointment
- **Questions Deadline:** Tuesday, 30 December 2025
- **Tender Submission Deadline:** Wednesday, 31 December 2025, 12:00 PM
- **Decision Notification:** Friday, 16 January 2026
- **Contract Signing:** By Friday, 30 January 2026
- **Pre-Event Planning Meeting:** March 2026
- **Event Date:** Saturday, 30 May 2026

TERMS AND CONDITIONS

1. Milton Keynes Zimbabwe Community Association reserves the right to reject any or all proposals
2. The association is not liable for any costs incurred in tender preparation
3. Successful tenderer must provide performance bond or security deposit
4. Contract terms subject to final negotiation with selected provider
5. All intellectual property and branding rights remain with the association
6. Confidentiality agreements may be required during the tender process

SITE VISIT OPPORTUNITY

Interested tenderers may arrange a site visit to Campbell Park by contacting:

Jeremiah Nyachuru

WhatsApp Phone: 07444 571179

Email: jeremiah.nyachuru@mkzimca.org.uk

Site visits available: By appointment

Milton Keynes Zimbabwe Community Association looks forward to receiving your comprehensive proposal for this exciting cultural celebration.

This tender represents an excellent opportunity to partner with our community in delivering an authentic and memorable Zimbabwe Heritage Festival experience.