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Tender

Sir Graham Balfour School ~ Catering Services Tender

Sir Graham Balfour School

F02: Contract notice

Notice identifier: 2022/S 000-001236

Procurement identifier (OCID): ocds-h6vhtk-030b6d

Published 14 January 2022, 6:14pm

Section I: Contracting authority

I.1) Name and addresses

Sir Graham Balfour School

North Avenue

Stafford

ST16 1NR

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

NUTS code

UKG2 - Shropshire and Staffordshire

Internet address(es)

Main address

<https://www.sirgrahambalfour.co.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://litmustms.co.uk/respond/6C66MJ9V2M>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Sir Graham Balfour School ~ Catering Services Tender

II.1.2) Main CPV code

- 55524000 - School catering services

II.1.3) Type of contract

Services

II.1.4) Short description

The successful Supplier will be required to provide catering services for Sir Graham Balfour School, , North Avenue, Stafford, ST16 1NR.

II.1.5) Estimated total value

Value excluding VAT: £900,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Shropshire and Staffordshire

II.2.4) Description of the procurement

The successful Supplier will be required to provide catering services for Sir Graham Balfour School.

We want our catering company to have all of the essential abilities and skills to provide an outstanding catering service to our students, staff and visitors at our school.

You should have the knowledge of how to provide exceptional dining experiences, be able to manage everyone around you and be able to address a concerning matter and take quick actions where required.

Providing a high quality and reliable catering service has a major effect on the whole learning experience for all our students, staff and visitors and this is why the School is passionate about having very high quality catering facilities, with excellent food choices which are nutritionally balanced for everyone. Having excellent customer care, the caterer should be polite, diplomatic and thoughtful while dealing with all our students, staff and visitors.

The way you operate in our school is crucial to ensure customer satisfaction and to encourage students continue to use the facilities and enjoy the mealtimes.

Your menus and pricing structure need to be clear to the students so that they can understand exactly what the offer is to them.

We are looking for a refreshing and innovative approach that reflects, amongst other things, the changing profile of student life and their food preferences and types and preferred styles of dining.

It's essential to the school that the Suppliers bidding for this tender think broadly about all issues and not just the core catering service to compete and be successful in obtaining the contract of the school. We would like the Supplier to always be on the lookout for new ways of doing things, coming up with new solutions for many common problems.

Suppliers are requested to ensure they consider all the aspects of service delivery and think carefully about the catering requirements.

The school already knows that the successful provision of catering services is very much dependent on the development of a good working relationship between the Client of a facility and the Supplier's catering manager and catering team on site. The Supplier is expected to use its best endeavours to cultivate such a relationship to benefit the smooth running of each establishment.

Key factors for the school are:

- A suitable and workable staffing structure to ensure that sufficient catering services will be provided every day
- Flexibility of service delivery

- What cover arrangements will be applied when inevitably some staff are off with illness
- Management involvement
- Monitoring of standards and service delivery
- Availability and responsiveness of management to any issues raised.

The new contract will commence on 1 September 2022, for an initial 3 year term with the option of additional 2 x 1 year extensions.

For the avoidance of doubt, TUPE Regulations will apply to this contract.

See SQ Document for further details.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £900,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 September 2022

End date

31 August 2027

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

25 February 2022

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

21 March 2022

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

It will be the supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this contract notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

To view this notice, please click here:

<https://litmustms.co.uk/delta/viewNotice.html?noticeId=657700290>

GO Reference: GO-2022114-PRO-19501329

VI.4) Procedures for review

VI.4.1) Review body

Sir Graham Balfour School

Stafford

Country

United Kingdom