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Tender

## **Xavier Catholic Education Trust Secondary Catering Tender**

Xavier Catholic Education Trust

F02: Contract notice

Notice identifier: 2023/S 000-001249

Procurement identifier (OCID): ocds-h6vhtk-0397bb

Published 16 January 2023, 12:02pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Xavier Catholic Education Trust

Guildford Road

Chertsey

KT16 9LU

#### **Contact**

Anthony Isaacs (St Peter's)

#### **Email**

[aisaacs@st-peters.surrey.sch.uk](mailto:aisaacs@st-peters.surrey.sch.uk)

#### **Telephone**

+44 1932582595

#### **Country**

United Kingdom

**NUTS code**

UKJ25 - West Surrey

**Internet address(es)**

Main address

[www.rmandcconsultants.co.uk](http://www.rmandcconsultants.co.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA9341](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA9341)

**I.3) Communication**

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

[www.mytenders.co.uk](http://www.mytenders.co.uk)

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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Xavier Catholic Education Trust Secondary Catering Tender

Reference number

RM&C/2023/XCET/383

#### **II.1.2) Main CPV code**

- 55524000 - School catering services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Xavier Catholic Education Trust are putting out to tender the catering contracts at their Secondary Schools: St Peter's Catholic School, Guildford, St John the Baptist School, Woking and Salesian School, Chertsey. Contract start date is 1st August 2023 (except for Salesian School which will start in September 2024). The schools will be able to select their preferred company from the three companies shortlisted to make the final presentations.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 55524000 - School catering services

#### **II.2.3) Place of performance**

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

St Peter's Catholic School in Guildford, St John the Baptist School in Woking and Salesian School in Chertsey.

#### **II.2.4) Description of the procurement**

St Peter's Catholic School Pupil Numbers: - by year group

Year 7 209

Year 8 210

Year 9 210

Year 10 210

Year 11 209

Sixth Form 279

Total 1,327

Sales over September and October 2022

FSM Sales 3,494 GBP

All Other Sales 90,241 GBP

Service Times

Breakfast: 08:20 – 08:45

Break: Not Tuesdays 11:05 – 11:30 / Tuesdays 10:55 – 11:20

Lunch: Not Tuesdays Years 7, 8 and 9 – 12:30 – 13:10

Lunch: Not Tuesdays Years 10, 11, 12 and 13 – 13:30 – 14:10

Lunch: Tuesdays Years 7, 8 and 9 – 12:15 – 12:55

Lunch: Tuesdays Years 10, 11, 12 and 13 – 13:10 – 13:50

Sixth Form: 08:20 until 14:10 with a restricted service outside break and lunchtimes

Tuesdays 08:20 until 13:50 with a restricted service outside break and lunchtimes

Locked in Policy: Yes for Years 7-11 / Sixth Form Y12 cannot leave site / Year 13 mainly onsite

Current contractor: Innovate

Other Information: Staff x 2 on LGPS / HFA Halal meat required

St John the Baptist School Pupils Numbers by year group

Year 7 241

Year 8 240

Year 9 241

Year 10 237

Year 11 239

Sixth Form 301

Total 1,499

Sales over 12 month period / No of Trading Days: 185

FSM Sales Breakfast: 139 GBP

Break: 2,059 GBP

Lunch: 9,385

All other Sales 381,944 GBP

Service Times

Breakfast: 08:00 – 08:45

Break: 10:55 – 11:15

Lunch: 12:05 – 13:45 (2 sittings)

Sixth Form: 08:00 – 14:00

Locked in Policy: Yes for years 7 -11

Current Contractor: Innovate

Other Information: There may be staff on LGPS / Halal meat not required but Halal chicken offered in canteen just in case / Meat free Friday required

Salesian School Pupil Numbers by year group

Year 7 280

Year 8 280

Year 9 280

Year 10 279

Year 11 278

Sixth Form 428\* (will be 500 by 1/9/24) on separate site

Total 1,825

Sales 24th Nov 21 – 23rd Nov 22

FSM Sales 23,919 GBP

All Other Sales 447,806 GBP

Service Times

Breakfast: 08:00 – 08:50

Break: 10:50 – 11:10

Lunch: 12:50 – 13:30

Sixth Form: 07:00 – 13:30

Locked in Policy: Yes for Years 7-11

Current Contractor: Chartwells - This School will not start until September 2024

Other Information: There may be staff on LGPS / Halal meat not required but "Meat Free

Friday” required on all servings

**II.2.5) Award criteria**

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

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Renewal possible after 3 years subject to satisfactory performance.

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

Envisaged number of candidates: 5

**II.2.10) Information about variants**

Variants will be accepted: No

**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 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

28 February 2023

Local time

1:00pm

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

17 March 2023

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

English

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=228468](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=228468).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:228468)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

**VI.4.2) Body responsible for mediation procedures**

RM&C Consultants Ltd

Suthernwood View, Woodcote Road, South Stoke

Reading

RG8 0JJ

Email

[David.allen@rmandcconsultants.co.uk](mailto:David.allen@rmandcconsultants.co.uk)

Telephone

+44 7786312805

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United Kingdom

Internet address

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