

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/001335-2024>

Tender

Sapientia Education Trust ~ Catering Tender

Sapientia Education Trust
Burston Primary School
Ghost Hill Infant and Nursery School
Great Hockham Primary School and Nursery
Old Buckenham Primary School
Rockland Primary School
Seething & Mundham Primary School
Surlingham Primary School
Tivetshall Primary School
White House Farm Primary School
Framingham Earl High School
Fakenham Academy
Old Buckenham High School
Attleborough Academy
Stradbroke High School
City Academy Norwich

F02: Contract notice

Notice identifier: 2024/S 000-001335

Procurement identifier (OCID): ocds-h6vhtk-042d4a

Published 15 January 2024, 4:06pm

Section I: Contracting authority

I.1) Name and addresses

Sapientia Education Trust

Wymondham College, Wymondham

Norfolk

NR18 9SZ

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.se-trust.org/>

I.1) Name and addresses

Burston Primary School

Crown Green, Burston

Diss

IP22 5TZ

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH17 - Breckland and South Norfolk

Internet address(es)

Main address

<https://www.burston-tivetshall-schools.co.uk/>

I.1) Name and addresses

Ghost Hill Infant and Nursery School

Eastfield, Taverham

Norwich

NR8 6PJ

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.ghosthill.norfolk.sch.uk/>

I.1) Name and addresses

Great Hockham Primary School and Nursery

Watton Road, Great Hockham

Norfolk

IP24 1PB

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.greathockhamprimary.org/>

I.1) Name and addresses

Old Buckenham Primary School

Abbey Road, Old Buckenham, Attleborough

Norfolk

NR17 1RH

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.oldbuckprimary.org/>

I.1) Name and addresses

Rockland Primary School

School Lane, Rockland St. Mary

Norwich

NR14 7EU

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.rockland-surlingham-schools.co.uk/>

I.1) Name and addresses

Seething & Mundham Primary School

Brooke Road, Seething, Norwich

Norfolk

NR15 1DJ

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.seethingprimary.org/>

I.1) Name and addresses

Surlingham Primary School

Walnut Hill, Surlingham

Norwich

NR14 7DQ

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.rockland-surlingham-schools.co.uk/>

I.1) Name and addresses

Tivetshall Primary School

School Road

Norwich

NR15 2BP

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.burston-tivetshall-schools.co.uk/>

I.1) Name and addresses

White House Farm Primary School

Mallard Way, Sprowston

Norwich

NR7 8DN

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.whitehousefarmprimary.org/>

I.1) Name and addresses

Framingham Earl High School

Norwich Road, Norwich

Norfolk

NR14 7QP

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

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

I.1) Name and addresses

Fakenham Academy

Field Lane, Fakenham

Norfolk

NR21 9QT

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.fakenhamacademynorfolk.org/>

I.1) Name and addresses

Old Buckenham High School

Abbey Road, Old Buckenham

Norfolk

NR17 1RL

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

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

I.1) Name and addresses

Attleborough Academy

9 Norwich Road, Attleborough

Norfolk

NR17 2AJ

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.attleboroughacademy.org/>

I.1) Name and addresses

Stradbroke High School

Wilby Road, Stradbroke

Suffolk

IP21 5JN

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH14 - Suffolk

Internet address(es)

Main address

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

I.1) Name and addresses

City Academy Norwich

299 Bluebell Road, Norwich

Norfolk

NR4 7LP

Email

tenders@litmuspartnership.co.uk

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://canorwich.org/>

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://litmustms.co.uk/respond/RH6TA7FX6G>

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

Sapientia Education Trust ~ Catering 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 fifteen schools within the trust, six secondary schools and nine primaries, situated in Norfolk, centred around Norwich and Northern Suffolk.

II.1.5) Estimated total value

Value excluding VAT: £1,700,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- NF - Norfolk Island

Main site or place of performance

Norfolk Island

II.2.4) Description of the procurement

The Sapientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver a world class education to

pupils in Norfolk and Suffolk. The term Sapientia comes from the motto of the founding school, Wymondham College, and means wisdom.

‘Our work is cross-phase and involves a strong commitment to staff development and on-going training for all staff in our schools. We believe that collaboration and partnership work helps raise standards and we work with a range of schools within and beyond our Trust.’

SET currently consists of 7 secondary schools and 10 primary schools, educating 5,500 pupils. We range in size from the largest state boarding school in the UK, to several very small, rural schools.’ SET’s school facilities range from the very modern to old Victorian premises.

Current catering service annual turnover for the fifteen schools in scope is estimated to be in excess of £1.7million per annum.

The contract is likely to be for an initial 3 year term with the opportunity to extend by mutual agreement for a further two years (3+1+1).

The principle aim of this process will be to realise the benefits of a single specialist service provider. This is a key strategic project for catering that will bundle six secondary schools together alongside nine primaries of varying size, that should attract in-form education sector caterers to make confident and commercially attractive bids.

Please see SQ document for more information.

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: £1,700,000

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

Start date

1 September 2024

End date

31 August 2029

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

23 February 2024

Local time

12:00pm

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

18 March 2024

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.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://litmustms.co.uk/tenders/UK-UK-Norfolk:-School-catering-services./RH6TA7FX6G>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/RH6TA7FX6G>

GO Reference: GO-2024115-PRO-24968343

VI.4) Procedures for review

VI.4.1) Review body

Sapientia Education Trust

Wymondham College, Wymondham

Norfolk

NR18 9SZ

Country

United Kingdom