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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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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

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## **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

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## **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

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## **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



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## **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