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Tender

## **Collingwood College ~ Catering Tender**

Collingwood College

F02: Contract notice

Notice identifier: 2021/S 000-001373

Procurement identifier (OCID): ocds-h6vhtk-028cb3

Published 22 January 2021, 4:32pm

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

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

Collingwood College

Kingston Road, Camberley

Surrey

GU15 4AE

#### **Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

#### **Telephone**

+44 1276673880

#### **Country**

United Kingdom

#### **NUTS code**

UKJ2 - Surrey, East and West Sussex

**Internet address(es)**

Main address

<https://www.collingwoodcollege.com/>

**I.3) Communication**

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

<https://litmustms.co.uk/tenders/UK-UK-Surrey:-School-catering-services./KH433E56KR>

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**

Collingwood College ~ 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 Collingwood College.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,852,895

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

This contract is divided into lots: No

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

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

NUTS codes

- UKJ2 - Surrey, East and West Sussex

Main site or place of performance

Surrey, East and West Sussex

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

The successful Supplier will be required to provide catering services for Collingwood College.

Collingwood College is a secondary school in Camberley, Surrey, which was created in 1971 through the amalgamation of Bagshot County Secondary School, Barossa County Secondary School and Frimley and Camberley Grammar School. In 1994 the College became a self-governing technology College and was designated in 2007 as a High-Performing Specialist School.

In July 2011, the College became the first High Performing Secondary Academy in Surrey Heath. It is one of Surrey's largest secondary schools, delivering consistently excellent outcomes for students studying a broad and challenging curriculum.

The College's Year 7 PAN (Planned Admission Number) is 300. Places were oversubscribed in 2020 and first preferences for admissions have increased in each of the last 7 years. There are currently 222 students in the College's Sixth Form.

The tender project is seeking to appoint a contractor whose initiative and innovation will be welcomed for the provision of service within the existing College facilities for pupils, staff and guests. The College is co-ed with year groups 7 – 11, plus a 6th form for years 12 and 13. There are currently 1727 students on roll and 225 teaching and support staff. The College expects a focus on exciting new food concepts to satisfy a wide range of pupil tastes and dietary requirements. The College would wish the successful contractor to review the current range of services offered and make recommendations accordingly.

The contract being tendered is for three years in duration from 1st September 2021 to 31st August 2024 with the option to then extend for up to a further 2 years at the discretion of the client. This contract will operate as a Guaranteed Performance Contract, with the successful contractor offering the College a guaranteed return / cost per annum for the provision of catering services. Sovereignty of the cash tariff is to remain with the College for the duration of this contract.

Each year the College is open for students to attend on 187 days.

The contract offered covers the scope for the provision of all catering services within the College, which currently includes breakfast club, morning break, lunch, all hospitality and free issue requirements. Free school meals are to be charged based on consumption and at net food cost and hospitality will be charged based on consumption and at net food cost.

Whilst the College prioritises value for money as a key objective of the competitive tender process, the Governing Body is not obliged to accept the lowest price.

The annual total sales for Jan - Dec 2019 was £370,579

Jan – Dec 2019 is the last full annual period prior to COVID-19 disruption so sales figures for this period have been used to value the contract at its 'usual' value before COVID

impacted and reduced sales.

Therefore the value of the term of the contract is £1,852,895 (total annual sales as above x 5, reflecting the maximum 5-year contract term)

The College expects the successful contractor to enable the continued development of catering through the provision of an innovative, healthy food service, with fresh, seasonal, locally sourced ingredients being prepared on-site. The College expects the successful tenderer to evidence, through their bid, how they shall support and complement its values and support the principles of Every Child Matters.

The College believes that success should be celebrated and that pupils should enjoy their time at school; if lessons are stimulating and challenging then students will love learning.

As a College who are continually seeking ways to improve and develop the ethos and environment for students and staff, to give them the facilities they deserve and need to meet the challenges of the 21st Century, any consideration regarding inward capital investment as part of the Contractor's tender submission would be welcomed.

#### **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: £1,852,895

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

Start date

1 September 2021

End date

31 August 2026

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

5 March 2021

Local time

12:00pm

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

22 March 2021

#### **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**

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-Surrey:-School-catering-services./KH433E56KR>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/KH433E56KR>

GO Reference: GO-2021122-PRO-17684010

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

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

Collingwood College

Kingston Road, Camberley

Surrey

GU15 4AE

Country

United Kingdom