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Tender

## **Preparation and Supply of Community Meals (Sandwiches)**

Renfrewshire Council

F02: Contract notice

Notice identifier: 2025/S 000-002293

Procurement identifier (OCID): ocids-h6vhtk-04d590

Published 22 January 2025, 4:37pm

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

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

Renfrewshire Council

Renfrewshire House, Cotton Street

Paisley

PA1 1JB

#### **Email**

[ashley.hopkirk@renfrewshire.gov.uk](mailto:ashley.hopkirk@renfrewshire.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

#### **Internet address(es)**

Main address

<http://www.renfrewshire.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)

### **I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

### **I.4) Type of the contracting authority**

Regional or local authority

### **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Preparation and Supply of Community Meals (Sandwiches)

Reference number

RC-CPU-24-276

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

- 15811511 - Prepared sandwiches

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

Supplies

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

The Community Meals Service aims to support individuals in maintaining their independence within the community by delivering hot and cold nutritious meals directly to the door of service users. The scope of this requirement will cover the sandwiches/light lunch (eg wraps, rolls, etc) element only. There will also be a requirement to provide frozen sandwiches to support the service with business continuity planning in the event of a service interruption.

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

Value excluding VAT: £560,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1 and Lot 2

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

### **II.2.1) Title**

Lot 2 - Frozen Product Range (Preparation and Supply of Community Meals (Sandwiches))

Lot No

2

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

- 15811511 - Prepared sandwiches
- 75200000 - Provision of services to the community
- 39222000 - Catering supplies

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Renfrewshire

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

Lot 2 – Frozen Product Range

The Supplier for Lot 2 shall be responsible for providing frozen sandwiches to support the service with business continuity planning in the event of a service interruption.

As part of this Contract the Council may require a minimum of one delivery every 8 weeks. Approximately 800 sandwiches required per delivery.

These will be delivered by the appointed supplier to a central point in the Renfrewshire Council area.

The Tender Procedure shall be conducted in accordance with the Public Contracts (Scotland) Regulations 2015 Open Procedure.

### **II.2.5) Award criteria**

Quality criterion - Name: Technical - Quality Assurance / Weighting: 2%

Quality criterion - Name: Technical - Storage, Preparation and Handling of Produce / Weighting: 3%

Quality criterion - Name: Technical - Business Continuity Plan / Weighting: 5%

Quality criterion - Name: Technical - Complaints, Escalation and Resolution / Weighting: 3%

Quality criterion - Name: Technical - Delivery Requirements / Weighting: 2%

Quality criterion - Name: Technical - Samples (Quality of Samples) / Weighting: 14%

Quality criterion - Name: Technical - Samples (Packaging & Labelling) / Weighting: 6%

Quality criterion - Name: Technical - Fair Work First / Weighting: 10%

Price - Weighting: 55

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This requirement may be subject to renewal.

#### **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

## **II.2.14) Additional information**

The contract period will be 01 May 2025 – 30 April 2027 with the option to extend for up to a period of 12 months on two occasions (1 + 1), subject to satisfactory operation and performance. Any extension will be at the sole discretion of the Council.

## **II.2) Description**

### **II.2.1) Title**

Lot 1 - Core Product Range (Preparation and Supply of Community Meals (Sandwiches))

Lot No

1

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

- 75200000 - Provision of services to the community
- 39222000 - Catering supplies
- 15811511 - Prepared sandwiches

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Renfrewshire

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

Lot 1 – Core Product Range

The Supplier for Lot 1 shall be responsible for providing approximately 2200 to 2300 individual Goods (eg sandwiches, rolls, wraps, etc) per week. This figure may fluctuate dependent on the needs identified by the Council, or on behalf of the Renfrewshire Health and Social Care Partnership (RHSCP) and will be reflected in the weekly orders placed.

As part of this Contract the Council will require a minimum of six deliveries per week.

These will be delivered by the appointed supplier to a central point in the Renfrewshire

Council area.

The Tender Procedure shall be conducted in accordance with the Public Contracts (Scotland) Regulations 2015 Open Procedure.

#### **II.2.5) Award criteria**

Quality criterion - Name: Technical - Quality Assurance / Weighting: 2%

Quality criterion - Name: Technical - Storage, Preparation and Handling of Produce / Weighting: 3%

Quality criterion - Name: Technical - Business Continuity Plan / Weighting: 5%

Quality criterion - Name: Technical - Complaints, Escalation and Resolution / Weighting: 3%

Quality criterion - Name: Technical - Delivery Requirements / Weighting: 2%

Quality criterion - Name: Technical - Samples (Quality of Samples) / Weighting: 14%

Quality criterion - Name: Technical - Samples (Packaging & Labelling) / Weighting: 6%

Quality criterion - Name: Technical - Community Benefits (Menu) / Weighting: 3%

Quality criterion - Name: Technical - Community Benefits (Methodology) / Weighting: 2%

Quality criterion - Name: Technical - Fair Work First / Weighting: 5%

Price - Weighting: 55

#### **II.2.6) Estimated value**

Value excluding VAT: £560,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This requirement may be subject to renewal.

#### **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

#### **II.2.14) Additional information**

The contract period is anticipated to be from 01 May 2025 – 30 April 2027 with the option to extend for up to a period of 12 months on two occasions (1 + 1), subject to satisfactory operation and performance. Any extension will be at the sole discretion of the Council. Value stated is for the entire contract period 2+1+1.

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Tenderers will be required to give examples of previous experience of delivering a service of this type.

Conditions will include the Health and Safety requirements as set out in the Invitation to Tender:

- Statement/evidence that the Tenderer adopts, maintains and follows all relevant food law.
- Evidence that the tenderer is registered appropriately for Food Production/Supply relevant to this contract.



Standards and accreditations are not mandatory and will be requested and scored as part of the Technical Criteria.

### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

#### **INSURANCE**

The successful Tenderer must hold, or commit to obtain prior to the commencement of and duration of the Contract of any subsequently awarded contract, the types and levels of insurance indicated below:

- Employers Liability: 5 million GBP minimum, each and every claim
- Public & Products Liability: 10 million GBP each and every claim but in the aggregate for products
- Motor Vehicle: Third party Motor Vehicle cover (statutory) Please evidence with a MV certificate in the COMPANY name

#### **FINANCIAL**

Dun and Bradstreet (D&B) Failure Score Minimum 20 or 2 years of Audited Accounts.

Minimum level(s) of standards possibly required

Where the Tenderer is under no obligation to publish accounts and therefore does not have a D&B Failure Score or equivalent rating, they must provide their audited financial accounts for the previous 2 years as part of their Tender Submission in order that the Council may assess these to determine the suitability of the Tenderer to undertake a contract or contracts of this size.

The Council will use D&B to assist in its determination of the organisation's financial status and risk.

It is recommended that Tenderers review their own D&B Failure Score in advance of submitting their Tender Submission.

If, following this review, Tenderers consider that the D&B Failure Score does not reflect their current financial status, the Tenderer should attach a document to this section giving a detailed explanation, together with any relevant supporting independent evidence.

The Council will review any such information as part of the evaluation of Tenderer's

financial status.

The Council may undertake supplementary investigations to establish if the D&B failure score is a reflection of the current financial stability of the Tenderer; the outcome of such investigations will influence if a Tenderer is deemed to meet the minimum requirements to pass this bid selection stage in terms of their financial stability for the purposes of this contract.

The Tenderer will be notified if supplementary investigations into the financial stability are being undertaken.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

All staff involved in the delivery of the Contract must be suitably trained and experienced.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

As detailed in the Conditions of Contract.

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open 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

21 February 2025

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

21 February 2025

Local time

12:00pm

Information about authorised persons and opening procedure

Tenders received will be subject to assessment, clarification and ranking by means of a structured process in accordance with this Council's Standing Orders relating to Contracts, in order to determine the Tender that is most economically advantageous to the Council, subject to the Tender Submission being affordable to the Council.

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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**

Full details of the exclusion and assessment criteria are detailed within the SPD and Invitation to Tender.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28389. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The Council's expectation is that 20 Community Benefits Points (CBPs) or more will be delivered under this Contract under Lot 1.

The Council is requesting voluntary Community Benefits under Lot 2.

Please see the Invitation to Tender for further details

(SC Ref:788317)

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

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

See VI.4.3 below

See VI.4.3 Below

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering, loss or damage attributable to breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446, as amended) may bring proceedings in the Sheriff Court or the Court of Session in accordance with Regulation 88 of the 2015 Regulations.