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Tender

The Supply and Delivery of Catering Kits, for City of Glasgow College, Glasgow Clyde College and Glasgow Kelvin College

City of Glasgow College

F02: Contract notice

Notice identifier: 2023/S 000-003719

Procurement identifier (OCID): ocids-h6vhtk-03a381

Published 7 February 2023, 1:09pm

Section I: Contracting authority

I.1) Name and addresses

City of Glasgow College

190 Cathedral Street

Glasgow

G4 0RF

Email

amie.mccrudden@cityofglasgowcollege.ac.uk

Telephone

+44 1413755316

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.cityofglasgowcollege.ac.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00453

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

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

The Supply and Delivery of Catering Kits, for City of Glasgow College, Glasgow Clyde College and Glasgow Kelvin College

Reference number

CS/CoGC/22/04

II.1.2) Main CPV code

- 39310000 - Catering equipment

II.1.3) Type of contract

Supplies

II.1.4) Short description

2.1.3.1.1 Each College has their own individual requirements as per the course content. Whilst the majority of items are similar, the composition of each kit will differ.

2.1.3.1.2 A breakdown of the kits has been provided in Appendix F. Please note that the quantities provided for each item are approximate only and may fluctuate up or down.

II.1.5) Estimated total value

Value excluding VAT: £380,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 39310000 - Catering equipment

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

II.2.4) Description of the procurement

The Supply and Delivery of Catering Kits, for City of Glasgow College, Glasgow Clyde College and Glasgow Kelvin College.

II.2.5) Award criteria

Quality criterion - Name: Service Delivery / Weighting: 35

Quality criterion - Name: Ordering, Refunds, Returns & Exchanges / Weighting: 15

Quality criterion - Name: Sustainability / Weighting: 10

Quality criterion - Name: Added Value / Weighting: 10

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Business Continuity Planning / Weighting: 10

Quality criterion - Name: Implementation & Exit Plan / Weighting: 15

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Optional 12 months extension after the first 3 years.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Other products related the catering kits may require to be purchased throughout the duration of the contract.

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

List and brief description of selection criteria

Please refer to Part 4 B Economic and Financial Standing of the SPD

The College will use the following ratios to evaluate a bidder's financial status.

Bidders must confirm within their response to the relevant question within the 'Qualification envelope' that as a minimum, 2 out of the 3 ratios can be met and what the value of each ratio is.

The 3 ratios to be evaluated are:

Profitability - this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity - this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to 'one' then it is a pass for this ratio;

Gearing - this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Minimum level(s) of standards possibly required

2 out of the 3 financial ratios requires a pass in order for the question to pass.

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

13 March 2023

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

13 March 2023

Local time

12:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This contract will expire in March 2027, it is a continuing requirement and will be out to tender again.

VI.3) Additional information

Bidders must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5,000,000 GBP

Product Liability Insurance = 1,000,000 GBP

Public Liability Insurance = 5,000,000 GBP

Professional Liability Insurance = 1,000,000 GBP

Bidders may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Declarations and Certificates:

In an open tendering procedure prior to any award being made the successful bidder must provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Questionnaire.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

Appendix A – Form of Tender;

Appendix B – Freedom of Information;

Appendix C – SUSTAIN Supply Chain Code of Conduct;

Appendix E – PECOS Supplier Adoption Form;

Appendix G - GDPR Assurance Assessment;

Appendix N – Declaration of Conflict of Interest;

Appendix O – Declaration of Non Involvement of Human Trafficking;

Appendix P – Declaration of Non Involvement of Serious Organised Crime;

Appendix Q – Prompt Payment Certificate;

Appendix Y – Sample Return Label;

This information will not be required to be uploaded and submitted with the bid, but will instead be requested by the College following the conclusion of the evaluation of the Qualification, Technical and Commercial Questionnaires and prior to the award of the tender.

Failure to provide this information or in the event that the information provided does not support or evidence the statements made within the Qualification Questionnaire, will invalidate any bid. In this scenario the College will seek to obtain the relevant information and evidence from the second highest scoring bidder and so on, and upon verification will award the contract to this bidder instead.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is XXXX.

For more information see:

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23469.

For more information see:

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

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 Contractor will work with the College to deliver Community Benefits or social value where they are identifiable throughout the term of the Contract.

Examples of Community Benefits or social value are providing training opportunities to staff and students, apprenticeships and investment in the local community.

(SC Ref:721774)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

1 Carlton Place

Glasgow

Country

United Kingdom