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Tender

City of London Schools Catering Services

City of London Corporation

F02: Contract notice

Notice identifier: 2025/S 000-003736

Procurement identifier (OCID): ocds-h6vhtk-04dba5

Published 4 February 2025, 5:53pm

Section I: Contracting authority

I.1) Name and addresses

City of London Corporation

Guildhall

London

EC2P 2EJ

Email

robert.pine@cityoflondon.gov.uk

Country

United Kingdom

Region code

UKI - London

Internet address(es)

Main address

www.cityoflondon.gov.uk

I.3) Communication

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

<https://cityoflondon.ukp.app.jaggaer.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://cityoflondon.ukp.app.jaggaer.com>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

City of London Schools Catering Services

Reference number

itt_COL_12

II.1.2) Main CPV code

- 55524000 - School catering services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of London Corporation (the City) invites Tenders for the provision of Schools Catering Services for the City of London School (CLS) and the City of London School for Girls (CLGS) contract.

The City Schools (CLS & CLSG) require a new catering contract to replace the current catering contract that expires at the end of the summer term 2025.

The Contractor is responsible for setting up the dining area for a full restaurant service. Clearing/cleaning the dining area on a daily or as required basis to agreed standards. Provides overall supervision to ensure that the service is carried out in line with the contract specification including:

- The ability to cater for all pupils and staff.
- Full hospitality service including sports/match teas, external events including lettings.
- Provision of internal issues (tea, coffee, biscuits, etc.) around the Schools.
- Cafe management (one at CLS, two at CLSG).
- Allergy awareness, adherence to hygiene standards, nutritional guidance and design, sustainability management and data, staff recruitment and management, safeguarding, and training in line with current legislation and school requirements.
- Management of the necessary supply chain.
- Provision of industry specialist advice and guidance to enable effective management and decision-making at the school
- Financial management of the operation to agreed targets, financial reporting and regular reviews and KPI reporting.

The successful catering provider will be expected to be fully committed to the development of the strategic vision for catering for the Schools, with an emphasis on facilitating the time and space for pupils amongst their busy days to have positive social interactions over nutritious meals.

The duration of the contract is 5 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 2 years. The maximum length of the contract is therefore 7 years.

II.1.5) Estimated total value

Value excluding VAT: £10,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI31 - Camden and City of London

II.2.4) Description of the procurement

Due to the expiry of the current contract in August 2025, there is a need to tender catering services. Whilst each school has a unique heritage and identity, with differing requirements for their catering services, both schools will be part of an individual contract.

The schools are committed to safeguarding and promoting the welfare of children and young people and expects the Contractor to share this commitment.

The contract will be a Cost Plus with Guarantees for food cost allowances, and fixed price for labour, sundry expenditure and management fee. The schools are VAT registered and the Contractor will operate as Principal for VAT and as an Agent for service delivery.

The successful Contractor will be expected to ensure strict compliance with all U.K. legislation affecting all aspects of the contract

The estimated total contract value for the full duration of the contract term is £10.5mn.

The duration of the contract is 5 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 2 years. The maximum length of the contract is therefore 7 years.

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: £10,500,000

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

Duration in months

84

This contract is subject to renewal

No

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

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

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

5 March 2025

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: 5 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

6 March 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

This tendering exercise is being undertaken using the electronic tendering system 'City of London Corporation Sourcing & Contracts Portal' ([www.City of London Corporation Sourcing & Contracts Portal.com](http://www.CityofLondonCorporationSourcingandContractsPortal.com)). Suppliers will need to register an interest on the system in order to participate and registration is free.

The estimated value given at II.2.6) is for the full duration of the contract including the maximum possible extensions. The estimated annual contract value is therefore £10,500,000”

VI.4) Procedures for review

VI.4.1) Review body

High Court of England and Wales

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

High Court of England and Wales

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Review body is the same as detailed in VI.4.1 & VI.4.2.