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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](mailto:robert.pine@cityoflondon.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKI - London

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

Main address

[www.cityoflondon.gov.uk](http://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

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## **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

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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

## **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

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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 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.CityofLondonCorporationSourcing.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.