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Tender

## **Catering Services for South Lanarkshire College**

South Lanarkshire College

F02: Contract notice

Notice identifier: 2024/S 000-005106

Procurement identifier (OCID): ocids-h6vhtk-043a74

Published 15 February 2024, 2:30pm

The closing date and time has been changed to:

**3 April 2024, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

South Lanarkshire College

College Way, Scottish Enterprise Technology Park,

Glasgow

G75 0NE

### **Contact**

Sue Hampshire

### **Email**

[procurement@slc.ac.uk](mailto:procurement@slc.ac.uk)

**Telephone**

+44 7814206640

**Fax**

+44 1355807781

**Country**

United Kingdom

**NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

<http://www.south-lanarkshire-college.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00469](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00469)

**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>

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>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

## **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**

Catering Services for South Lanarkshire College

Reference number

2024/01

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

- 55520000 - Catering services

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

Services

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

South Lanarkshire College is seeking a Contractor(s) for Catering Services for South Lanarkshire College. The current contract encompasses the South Lanarkshire College Campus in East Kilbride which includes a refectory, coffee hub, hospitality, and vending services.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 55500000 - Canteen and catering services

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

NUTS codes

- UKM95 - South Lanarkshire

Main site or place of performance

South Lanarkshire College, College way, Scottish Enterprise Technology Park, East Kilbride  
G75 0NE

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

South Lanarkshire College seek to find a suitable experienced contractor to operate the catering services in South Lanarkshire College. The Contractor will also be expected to deliver an unspecified number of functions with the College during the academic year. It is anticipated that the Catering will operate in surplus, so South Lanarkshire College seek bids from contractors which offer a return to the College.

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

Quality criterion - Name: Pre Opening Programme / Weighting: 5 %

Quality criterion - Name: Statutory Compliance / Weighting: 7 %

Quality criterion - Name: Operational Initiatives and Continuous Improvement / Weighting: 8 %

Quality criterion - Name: Marketing Approach / Weighting: 6 %

Quality criterion - Name: Key Personnel / Weighting: 5 %

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5 %

Quality criterion - Name: Fair Work Practices / Weighting: 2 %

Quality criterion - Name: Cyber Security Risks / Weighting: 2 %

Quality criterion - Name: Business Continuity / Weighting: 2 %

Quality criterion - Name: Phase Out & Exit Strategy / Weighting: 3 %

Quality criterion - Name: Presentation / 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

A further 12 months + 12 months period subject to satisfactory performance

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

List and brief description of conditions

List and brief description of conditions:

Food Hygiene Regulations including but not exclusively:

- the Health and Safety at Work Act 1974
- the Food (Scotland) Act 2015
- the Food Safety Act 1990 (amendment) Regulations 2004
- the Food Hygiene (General) Regulations 1970
- the Food Hygiene (Scotland) (Amendment) Regulations 2012
- the Food Labelling Regulations 2014 and subsequent 2019 PPDS amendment
- the Waste (Scotland) Regulations 2012

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

List and brief description of selection criteria

Question 4B.6. Please complete the questions on financial accounts and supporting information on the SPD. The Successful Tenderer will

be required to provide two years of audited accounts or equivalent prior to award to the Agreement. Alternatively, if you are unable to

provide the required accounting information – e.g. a new business without the required accounts, please provide a banker's letter

demonstrating their willingness to support your organisation over the term of the Contract.

Question 4B.6. This information will be used to assess the Tenderer's economic and financial standing and is deemed a minimum standard

and is mandatory. A fail will result in elimination from the procurement exercise.

Please complete "Economic and Financial Standing – Consortia" if the Tenderer is bidding as part of a consortia arrangement. Financial

accounts and supporting information is required for each consortia member. This information is mandatory if you are bidding as a

consortia. If the Tenderer is not bidding as part of a consortia, then please disregard this question.

Minimum level(s) of standards possibly required

It is a requirement that all Tenderers must have or commit to have the required insurance levels at commencement of the Agreement as

indicated below and in PCS-T.

Employers Liability – 5m GBP

Public Liability – 10m GBP

Product Liability - 5m GBP

A copy of the Insurance Certificate or Brokers Letter must be provided prior to award to demonstrate that the Insurance requirements can

be met.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested, prior to award

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

List and brief description of selection criteria

Please complete "Technical or Professional Ability" question in the Qualification Questionnaire in PCS-Tender.

Question 4C.1.2

Bidders are required to provide 2 examples in the last 3 years to demonstrate that they have relevant experience to deliver the services as

described.

Minimum level(s) of standards possibly required

#### Question 4C.4

Please provide a statement of the relevant supply chain management and/or tracking systems use as requested below:

Tenderers must confirm prior to award that they have (or have access to) the relevant supply chain management and tracking systems to

ensure a resilient and sustainable supply chain. This will include confirmation that they have systems in place to pay contractors through

the supply chain promptly and effectively and provide evidence when requested of:

a) their standard payment terms

b) or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If the tenderer is unable to confirm (b) they must provide an improvement plan signed by their director which improves payment

performance.

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

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Food Hygiene Regulations including but not exclusively:

- the Health and Safety at Work Act 1974

- the Food (Scotland) Act 2015



- the Food Safety Act 1990 (amendment) Regulations 2004
- the Food Hygiene (General) Regulations 1970
- the Food Hygiene (Scotland) (Amendment) Regulations 2012
- the Food Labelling Regulations 2014 and subsequent 2019 PPDS amendment
- the Waste (Scotland) Regulations 2012

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

#### Community Benefits

How you shall approach delivering community benefits or achieving social value through this Agreement, for example, by providing

student work experience, training opportunities, apprenticeships, sub-contractor opportunities or investment in the local community

### **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**

Originally published as:

Date

1 April 2024

Local time

12:00pm

Changed to:

Date

3 April 2024

Local time

12:00pm

See the [change notice](#).

#### **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**

Tender must be valid until: 7 August 2024

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

Date

1 April 2024

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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

If the Contractor wishes to make amendments to the canteen layout to improve the service, the College will consider this as part of their

Tender proposal.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26152. 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 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 via placements

or internships, apprenticeships or any sponsoring and investment in the local community related to the Contract activity.

Bidders will make proposals around these as part of their tender submission and once agreed by the College, will become a contractual

obligation for the Contractor.

(SC Ref:758371)

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

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

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

[hamiltoncivil@scotcourts.gov.uk](mailto:hamiltoncivil@scotcourts.gov.uk)

Telephone

+44 1698282957

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+44 1698201366

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/hamilton-sheriff-court>