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Tender

## **The Provision of Catering Services for Glasgow Kelvin College**

Glasgow Kelvin College

F02: Contract notice

Notice identifier: 2023/S 000-008111

Procurement identifier (OCID): ocids-h6vhtk-03b49a

Published 21 March 2023, 9:27am

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

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

Glasgow Kelvin College

123 Flemington St

Glasgow

G21 4TD

#### **Email**

[ang@glasgowkelvin.ac.uk](mailto:ang@glasgowkelvin.ac.uk)

#### **Telephone**

+44 1416305000

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<https://www.glasgowkelvin.ac.uk/>

Buyer's address

<https://www.glasgowkelvin.ac.uk/>

**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

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## **Section II: Object**

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

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

The Provision of Catering Services for Glasgow Kelvin College

Reference number

GKC-CAT-001

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

- 55520000 - Catering services

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

Services

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

Glasgow Kelvin College is looking to appoint a Catering Service Contractor to provide necessary catering services across three Campuses.

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

This contract is divided into lots: No

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

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

- 55520000 - Catering services

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

NUTS codes

- UKM82 - Glasgow City

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

The Contractor shall provide an environmentally conscious catering service to Glasgow Kelvin College. The Contractor shall supply all necessary food, materials and consumables to undertake the tasks.

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

Quality criterion - Name: Quality / Weighting: 58

Price - Weighting: 42

### **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

2 x 12-month extension

### **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**

Minimum level(s) of standards possibly required

Please refer to question 4B.5 of the SPD and Economic and Financial standing section of the Contract Notice.

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

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

Professional Indemnity Insurance = 2 000 000 GBP

Public Liability Insurance = 2 000 000 GBP

To demonstrate and evidence suitable economic standing, successful Contractors will be required to provide 2 years audited accounts, or equivalent if awarded the contract.

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

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

Key Performance Indicators as detailed in the Invitation to Tender Documentation

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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 April 2023

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 April 2023

Local time

12:30pm

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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**

Prompt Payment in the Supply Chain

Bidders must have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain, including systems in place to pay their Contractors through the supply chain promptly and effectively, i.e. within a maximum of 30-day payment terms.

Bidders shall be able to provide evidence of (a) their standard payment terms and (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 Bidder is unable to confirm (b) they must provide an improvement plan signed by their Director which improves the payment performance.

Previous Relevant Experience

Bidders are required to provide one example in the last 3 years to demonstrate that they have relevant experience to deliver the services as described in Section 2 Specification of Requirements in the Invitation to Tender.

Form of Tender

Tenderers must sign the Form of Tender - Appendix A prior to award to confirm that their Tender Response is a complete, true and accurate submission.

Freedom of Information

Please confirm that you will be in a position to complete, prior to award, Appendix B -

Freedom of Information (if applicable) in the Technical Questionnaire in PCS-Tender. This information should only be submitted if applicable at point of award. It is for information only and will not be scored.

#### Sustain Supply Chain Code of Conduct

In partnership with Institutions, the Authority has developed a Sustain Supply Chain Code of Conduct- Appendix D which sets out its expected standards for its supply chain in social, ethical and environmental compliance. Tenderers must complete the Sustain Supply Chain Code of Conduct prior to award to assist in achieving its objectives.

#### GDPR Contractor Assessment Form

The Tenderer must sign complete and sign Appendix F - GDPR Contractor Assessment Form prior to award.

#### Serious Organised Crime

Please complete “Appendix G – Declaration of Non-Involvement in Serious Organised Crime” in the Technical Questionnaire in PCS-Tender. It is for information only and will not be scored.

#### Human Trafficking & Labour Exploitation

Please complete “Appendix H – Declaration of Non-Involvement in Human Trafficking & Labour Exploitation” in the Technical Questionnaire in PCS-Tender. It is for information only and will not be scored.

#### SCM RP Section 1

Please complete Appendix I – SCM RP Section 1 in the Technical Questionnaire in PCS-Tender. It is for information only and will not be scored.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23727. 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 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:725266)

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

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

Glasgow Sheriff Court

1 Carlton Place

Glasgow

G5 9DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>