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Tender

Provision of Supply and Delivery of School Compliant Soluble Hot Chocolate

Glasgow City Council

F02: Contract notice

Notice identifier: 2025/S 000-009856

Procurement identifier (OCID): ocds-h6vhtk-04ee5e

Published 18 March 2025, 11:16am

Section I: Contracting authority

I.1) Name and addresses

Glasgow City Council

40 John Street

Glasgow

G2 1DU

Contact

Caroline Dougan

Email

caroline.dougan@glasgow.gov.uk

Telephone

+44 1412876845

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.glasgow.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196

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

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

www.publictendersscotland.publiccontractsscotland.gov.uk

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

Provision of Supply and Delivery of School Compliant Soluble Hot Chocolate

Reference number

GCC006165CPU

II.1.2) Main CPV code

- 15980000 - Non-alcoholic beverages

II.1.3) Type of contract

Supplies

II.1.4) Short description

The soluble compliant school hot chocolate supplied and delivered to all secondary school premises must comply in all respects with the relevant provisions of law, as amended, governing the quality of products for human consumption and labelling as follows -

(i) Food Safety Act 1990

(ii) The Food Hygiene (Scotland) Regulations 2006

(iii) The General Food Regulations 2004

(iv) The Food Information (Scotland) Regulations 2014 as amended

The compliant Regulated specification for the soluble hot chocolate is detailed below-

The hot chocolate must be compliant with the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020 Schedule 2 Part1 Section 15 (f).

Consumables containing sugar or fat provided by the successful Supplier must comply with the nutritional guidance contained within the Nutritional Requirements for Food and Drink in Schools Regulations (Scotland) 2020 as detailed below:

Lower fat milk drinks containing no more than 0.5g of free sugar per 100ml

No more than 5g of total sugar per 100ml

No more than 1.8g of total fat per 100ml

Please note - It is the Glucose Syrup or Dried Glucose Syrup in the ingredients of the vast majority of Hot Chocolate that would count as added sugar, and thus would contravene the Regulations.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 15000000 - Food, beverages, tobacco and related products

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow area

II.2.4) Description of the procurement

The soluble compliant school hot chocolate supplied and delivered to all secondary school premises must comply in all respects with the relevant provisions of law, as amended, governing the quality of products for human consumption and labelling as follows -

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- (ii) The Food Hygiene (Scotland) Regulations 2006
- (iii) The General Food Regulations 2004
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II.2.5) Award criteria

Quality criterion - Name: Sampling Tasting / Weighting: 40

Quality criterion - Name: Project Implementation Plan / Weighting: 3

Quality criterion - Name: Service Delivery - Roles and Responsibilities / Weighting: 14

Quality criterion - Name: Service Delivery - Late deliveries / Weighting: 5

Quality criterion - Name: Account Management / Weighting: 4

Quality criterion - Name: Supply Chain Resilience / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 9

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

Price - Weighting: 15

II.2.6) Estimated value

Value excluding VAT: £57,190

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

12 months prior to the expiry date, the council may consider commencing a new tender process.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Substitution of Product (not additional)

If during the term of the contract, the successful Supplier is unable to continue to supply the exact item requested, the successful Supplier must inform the representative within the CPU via email, giving sound reason for their inability to do so. The successful Supplier must provide the allergen and nutritional data sheet for proposed substitute item as any alternative product offered must be acceptable to the council. The CPU member of staff will require to consult with the Senior Food Safety Advisor to receive confirmation that a substitute item can be accepted.

Following confirmation of approved data sheet, the council will request samples to be provided in order to test. The alternative product must be of an equivalent-higher specification and be charged at the agreed contract price or less.

II.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process-

There is a minimum financial requirement that affects trading performance, and balance sheet

strength Financial requirements for trading performance and balance sheet strength should be

on the latest filed accounts with Companies House.

Trading Performance

An overall positive outcome on EBITDA earnings over a 3 year period

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio EBITDA-Turnover

Balance Sheet strength

Net worth of the organisation must be positive at the time of evaluation and

organisation must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets-Total Liabilities

If an applicant is only required to file abbreviated accounts with Companies House, then in the event

of the company being successful in the procurement process, full set of accounts will be required for the

last 2 individual years filed in order for the 3 year profitability requirement to be verified.

An applicant should have no outstanding issues, with regard to statutory filing requirements

with Companies House.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group,

can provide a Parent Guarantee (in the Council style) if the Parent company satisfies the financial requirements stipulated above.

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations and have available their two (2) most recent sets of annual audited accounts including profit and loss information.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) to prove the Applicant's economic and financial standing.

Any Bidder that fails to achieve or exceed the criteria as stated above will be excluded at this stage.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Please refer to Document One - Invitation to Tender within the Attachment area of the portal within PCS-T for further details.

Technical & Professional Ability

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirement.

Bidders are required to respond to question 4C.1.2 within the qualification submission of the tender.

Please provide 2 relevant examples of supplies and or services carried out during the last five years as specified in the Contract Notice and

Document One ITT:

Example 1 50 percent

Example 2 50 percent

Total Section 100 percent

Bidders must score a minimum threshold of 60% out of 100% in total for these example questions.

Any Bidder who fails to achieve the minimum points scored will be disqualified.

Minimum level(s) of standards possibly required

Glasgow City Council's Insurance Requirements are-

Bidder shall take out and maintain, throughout the period of the contract, Employer's Liability insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000 GBP) in respect of any one claim and unlimited in the period.

Bidder shall take out and maintain, throughout the period of the contract, Public Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5,000,000 GBP) in respect of any one claim and unlimited in the period.

Bidder shall take out and maintain, throughout the period of the contract, Products Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5,000,000 GBP) in respect of any one claim and in the aggregate.

Motor Insurance - Bidder shall take out and maintain throughout the period of their services at least statutory Motor insurance cover as per the Road Traffic Act 1988

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the council agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to this ITT that the specified insurance will be obtained.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As referred to in Document One - Invitation to Tender and Document Two -Terms and Conditions

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

17 April 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

17 April 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: June 2029

VI.2) Information about electronic workflows

Electronic ordering will be used

VI.3) Additional information

Economic operators may be excluded from this competition if they are in any situations referred to in regulation 58 of the Public Contracts

(Scotland) Regulations 2015.

For SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2; Bidders should hold the relevant certificates for Quality Assurance

Schemes and Environmental Management Standards . If Bidders do not hold the relevant certificates, they will be required to respond to

supporting questions.

Bidders must complete Document Eight – Health and Safety Questionnaire and submit it with the tender submission (Only bidders who

pass the health and safety aspect shall be considered.

Freedom of Information Act

Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI certificate (NB the council does not bind itself to withhold this information).

Tenderers Amendments

Bidders must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this

offer.

Prompt Payment

The successful Supplier shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its sub-contractors in respect of payments due to any sub-sub-contractors, if any.

Non Collusion

Bidders will be required to complete the Non Collusion certificate.

Insurance Mandate

All successful suppliers will be required to sign an Insurance Mandate, contained in the buyers attachments area within the PCS Tender portal authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the attachments area within the PCS Tender portal and are reference Document Two.

Additional information pertaining to this contract notice is contained in the Invitation to Tender Document One.

Bidders must ensure they read all the attachments available in the attachment area in line with this contract notice.

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28819. 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:

Minimum Community Benefits 5 points is required; community benefit points will be triggered once the spend reaches 20,000 GBP.

(SC Ref:793417)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Email

glasgow@scotcourts.gov.uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures-

Precise information on deadline(s) for review procedures-

Glasgow City Council must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates

concerned of its decision to award the contract. The Council must allow a period of at least the relevant standstill period (where the notice

is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last

notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation

86 of The Public Contract (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any

eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the

Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council

must not enter into the contract unless the proceedings are determined, discontinued or disposed of;

or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further

clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own

independent legal advice when they consider appropriate to do so.

VI.5)