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Tender

## **Glenthorne High School Catering Tender**

Glenthorne High School

F02: Contract notice

Notice identifier: 2021/S 000-010415

Procurement identifier (OCID): ocds-h6vhtk-02b020

Published 12 May 2021, 1:05pm

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

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

Glenthorne High School

Sutton Common Road

Sutton

SM3 9PS

#### **Contact**

Mrs Jennie Goodall

#### **Email**

[JGO@Glenthorne.sutton.sch.uk](mailto:JGO@Glenthorne.sutton.sch.uk)

#### **Telephone**

+44 208644307

**Country**

United Kingdom

**NUTS code**

UKI63 - Merton, Kingston upon Thames and Sutton

**Internet address(es)**

Main address

[www.glenthorne.sutton.sch.uk](http://www.glenthorne.sutton.sch.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA9341](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA9341)

**I.3) Communication**

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

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Additional information can be obtained from the above-mentioned address

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

**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**

Glenthorne High School Catering Tender

Reference number

RM&C/2021/GHS/326

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

- 55524000 - School catering services

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

Services

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

From the Headteacher, Mr Hume:

“Glenthorne High School is a thriving 11-19 mixed comprehensive Academy with 1,600 pupils, of whom over 300 are in the 6th Form. We are an outstanding national Teaching School with a focus on high quality teacher training and a specialism in the arts.

We are a heavily oversubscribed, highly successful school with a long and rich history in the local community. The school was founded on the Glastonbury Road site in 1933. It moved to the Sutton Common Road site in 1958. At this time, it was called Sutton Common County Secondary Girls’ School; a small girls’ school for less than 400 pupils. It changed its name to Glenthorne in 1982 and it wasn’t until 1993 that it became co-educational. In 2018, we celebrated our Diamond Jubilee on the Sutton Common Road site.

I joined the school as Headteacher back in September 2001 and it has been a pleasure and a privilege to lead the school over the last 19 years. Glenthorne is a unique school of extraordinary staff and pupils and enjoys exceptional support from parents and the local community. We are proud of our history, our success and achievements and our reputation for high standards and high expectations and proud of our contribution to the local community.”

The School has a modern kitchen and has 3 separate dining areas (in part due to Covid

restrictions). The School is looking to develop the food offer for their students and deliver meaningful training support to the catering team from the successful bidder.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 55524000 - School catering services

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

NUTS codes

- UKI63 - Merton, Kingston upon Thames and Sutton

Main site or place of performance

Glenthorne High School, Sutton Common Road, Sutton, SM3 9PS

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

All sales figures are taken from the Till system, including annual totals in both campuses.

Pupils - Forecast Numbers – Sept 2021

Year 7 300

Year 8 290

Year 9 266

Year 10 265

Year 11 258

Year 12 160

Year 13 166

TOTAL 1705

Sales data taken from 04/2019 to 22/07 2019 due to Covid Restrictions

Pricings/Sales CURRENT Price and Uptake

Meal Deal Price 2.00 GBP main meal, 50p dessert – the same from Sept 2021

FSM Entitled: 214 / Uptake: 115 per day (daily avg.)

Pupil Paid Meal Uptake: 440 per day (daily avg.)

Staff Duty Meal Entitled: 1 / Uptake: 1 per day

Staff Cash Meals No. of Staff: 160 (some staff travel between campuses) / Uptake: 22 per day (daily avg.)

Sales over 12 months (Sep 19 – July 2020)

FSM Sales over 12 months 39,605 GBP

Pupil Pail Meal Breakfast Sales 9,996.65 GBP (9868 covers)

Pupil Pail Meal Break Sales 127,508 GBP (74,224 covers)

Pupil Pail Meal Lunch Sales 201,443 GBP (91,487 covers)

Staff Pail Meal Breakfast Sales 2,602 GBP (2198 covers)

6th form Bursary Sales Value 3,931 GBP (509 covers)

Staff Pail Meal Break Sales 8,376 GBP (3948 covers)

Staff Pail Meal Lunch Sales 12,302 GBP (11,600 covers)

Staff Duty Meal Sales over 12 months n/a

Hospitality Sales over 12 months - Hospitality: 6000 GBP / Free Breakfast: 155.85 GBP

Service Times - COVID SERVICE:

Breakfast 7.45-8.30

Break 10:25 to 10:40 and 10:45 to 11:00

Lunch 13.10-14.10

NORMAL SERVICE - Monday to Friday

Breakfast 7.35-8.25

Break 10:55 – 11:15

Lunch 13.15 – 14.05

Extended break Wednesday B Week 10.55-11.35 every other weds no lunch.

Friday 10.35-10.55 lunch 12.55-1.45

Locked in Policy: Yes

Current Contractor

In-House Operation

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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

Renewal after 3 years is possible based upon satisfactory performance.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

### **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 IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

Accelerated procedure

Justification:

Covid related disruption.

#### **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

26 May 2021

Local time

1:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

7 June 2021

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=222778](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=222778).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx)

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:222778)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

#### **VI.4.2) Body responsible for mediation procedures**

RM&C Consultants Ltd

Suthernwood View, Woodcote Road

South Stoke, Reading

RG8 0JJ

Email

[glenn@rmandcconsultants.co.uk](mailto:glenn@rmandcconsultants.co.uk)

Telephone

+44 7895837811

Country

United Kingdom