

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/011244-2023>

Tender

## **City of London Freeman's School Catering Services**

City of London Corporation

F02: Contract notice

Notice identifier: 2023/S 000-011244

Procurement identifier (OCID): ocds-h6vhtk-03c216

Published 19 April 2023, 2:56pm

### **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)

#### **Telephone**

+44 2076063030

#### **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

[www.capitalesourcing.com](http://www.capitalesourcing.com)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.capitalesourcing.com](http://www.capitalesourcing.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

---

## **Section II: Object**

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

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

City of London Freeman's School Catering Services

Reference number

itt\_COL\_16977

#### **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 School Catering Contract for City of London Freeman's School.

#### **II.1.5) Estimated total value**

Value excluding VAT: £9,200,000

#### **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

- UKJ2 - Surrey, East and West Sussex

Main site or place of performance

City of London Freeman's School, Ashted Park, Ashted, Surrey, KT21 1ET

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

City of London Freeman's School requires a new catering contract to replace the current catering contract that expires 31 Jul 2023.

It is important to note that catering is a critical component of the school product as an independent school with boarding facilities (7 days term time as well as Summer Schools).

The service provides catering with 960 pupils ranging from 7 to 18 years and including approximately 60 boarders, and 180 staff. 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
- Cafe management
- Allergy awareness, warning, training in line with current legislation and school requirements.

The estimated total contract value for the full duration of the contract term is £8.5m.

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.

Bidder's that would like to visit the Freemans School show around on Monday 24/04/23 at 10:00, please contact Kevin Pickford from MYA Consulting Ltd via email:  
[Kevin.Pickford@mya-consulting.co.uk](mailto:Kevin.Pickford@mya-consulting.co.uk).

Bidders should note that all other communication other than arranging the show around with MYA Consulting Ltd must go through the message section on the Capital Portal.

#### **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: £9,200,000

#### **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

---

### **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

17 May 2023

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: 3 (from the date stated for receipt of tender)

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

Date

17 May 2023

Local time

12:00pm

---

## **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 'capitalEsourcing' ([www.capitalesourcing.com](http://www.capitalesourcing.com)). Suppliers will need to register an interest on the system in order to participate and registration is free.

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

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

Cabinet Office

70 Whitehall

London

SW1A 2AS

Country

United Kingdom

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

See VI.4.1) Review body field of this contract award notice

London

Country

United Kingdom

