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Tender

Holiday Activities and Food Programme - Dynamic Purchasing System (DPS)

Medway Council

F02: Contract notice

Notice identifier: 2022/S 000-011272

Procurement identifier (OCID): ocds-h6vhtk-0332a5

Published 29 April 2022, 7:49pm

Section I: Contracting authority

I.1) Name and addresses

Medway Council

Medway Council, Gun Wharf, Dock Road

Chatham

ME4 4TR

Contact

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Country

United Kingdom

NUTS code

UKJ41 - Medway

Internet address(es)

Main address

<http://www.medway.gov.uk/>

Buyer's address

<http://www.medway.gov.uk/>

I.3) Communication

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

www.kentbusinessportal.org.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.kentbusinessportal.org.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

Holiday Activities and Food Programme - Dynamic Purchasing System (DPS)

Reference number

DN610332

II.1.2) Main CPV code

- 92000000 - Recreational, cultural and sporting services

II.1.3) Type of contract

Services

II.1.4) Short description

Medway Council are funded to deliver holiday activities and food provision over Easter, summer and Christmas school holidays every year. The provision will deliver physical and enriching activities, hot and nutritious meals at each session and links to support services to help children and families with health, wellbeing and financial support.

The tender has been split into three distinct service areas, which in turn form three lots. Bidders can bid for one or more lots as outlined within the specification. Once the DPS is active, live requirements will be associated to one of the three subsequent lots and all eligible DPS members within the respective lot will be sent the mini-competition documents. As with all DPSs, there will be no cap on the maximum number of eligible members under the DPS.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot No

1

II.2.2) Additional CPV code(s)

- 92000000 - Recreational, cultural and sporting services

II.2.3) Place of performance

NUTS codes

- UKJ41 - Medway

II.2.4) Description of the procurement

Lot 1 – Physical Activities and Enrichment Activities

Holiday clubs must provide activities that meet the physical activity guidelines on a daily basis.

In line with those guidelines, we expect:

- all children and young people participating in the HAF programme should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day - this does not have to be in the form of a structured activity session, but can include active travel, free play and sports
- children and young people participating in the HAF programme should engage in a variety of types and intensities of physical activity to develop movement skills, muscular fitness and bone strength
- children and young people should aim to minimise the amount of time spent being sedentary, and when physically possible should break up long periods of not moving with at least light physical activity

Enrichment activities

Holiday clubs must provide fun and enriching activities that provide children with opportunities to:

- develop new skills or knowledge
- consolidate existing skills and knowledge
- try out new experiences

- have fun and socialise

This could include but is not limited to:

- physical activities, for example football, swimming, table tennis or cricket
- creative activities, for example putting on a play, junk modelling or drumming workshops
- experiences, for example a nature walk or visiting a city farm
- free play, for example fun and freedom to relax and enjoy themselves

Hiring of facilities and venues for this provision is the responsibility of the provider, who must ensure that the venue has suitable facilities and capacity.

All of these groups must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:

- safeguarding, including the recruitment of staff and volunteers
- health and safety
- relevant insurance policies
- accessibility and inclusiveness

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

72

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

II.2) Description

II.2.1) Title

Lot No

2

II.2.2) Additional CPV code(s)

- 55524000 - School catering services

II.2.3) Place of performance

NUTS codes

- UKJ41 - Medway

II.2.4) Description of the procurement

Lot 2 – Food Supplies and Catering Services

Providers must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet school food standards.

Costs in line with guidance from the universal infant free school meals (UIFSM) grant for 2021 to 2022 suggests that each meal taken by an eligible pupil is of a value of £2.34.

Our expectation is that the majority of food served by providers should be hot. However, we acknowledge that there will be occasions when this is not possible and cold food should be used where it is appropriate.

All food provided as part of the programme must:

- comply with regulations on food preparation
- take into account allergies and dietary requirements (see the allergy guidance for

schools)

- take into account any religious or cultural requirements for food
- There is flexibility in the design of the food provision which should always be tailored to ensure that all food meets the dietary needs of the children and families who attend. The food served should also be appropriate for the nature of the session, for example, offering cold packed lunches for parks or outdoor venues or for day trips.

There are also environmental factors to consider when planning the food provision. Providers should consider whether preparing food on site would produce less food and packaging waste and result in fewer food-miles than off-site, centralised provision. Food providers are encouraged to register with the Medway Food Partnership to gain information and access to local, surplus food supplies which will help reduce food-miles and food waste.

Food providers

Providers must ensure they are, where applicable, registered as a food business. This provides reassurance to those involved that food safety standards are being met.

A food business is defined as anyone preparing, cooking, storing, handling, distributing, supplying or selling food. Further information is available on food business registration.

Local authorities are responsible for enforcing food hygiene laws and can inspect any registered food business at any point in the food production and distribution process. The HAF team are in regular contact with food safety inspectors to ensure that food providers are fully compliant.

Food information regulations - Natasha's Law

From 1 October 2021, changes to the Food Information Regulations 2014 came into effect, adding new labelling requirements for food that is pre-packed for direct sale (PPDS).

All of these groups must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:

- safeguarding, including the recruitment of staff and volunteers
- health and safety (Food Safety, Allergen Awareness and HACCP, where appropriate)
- relevant insurance policies

- accessibility and inclusiveness

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

72

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

II.2) Description

II.2.1) Title

Lot No

3

II.2.2) Additional CPV code(s)

- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKJ41 - Medway

II.2.4) Description of the procurement

Lot 3 Nutritional Education & Support Services

Providers must offer nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could for example include activities such as:

- getting children involved in food preparation and cooking
- growing fruit and vegetables
- taste tests
- discussing food and nutrition
- including food and nutrition in other activities
- Food education for families and carers

Nutritional education should be offered daily to children. This can be done in partnership with providers leading on physical activities or catering services, however, the funding for this needs to be applied for under Lot 3. This will enable us to standardise and monitor the delivery of nutritional education.

Providing food on site can provide an opportunity to engage children and families in food preparation and nutrition. Providers have reported that when children are involved in designing menus and the preparation of food, they are more engaged and more willing to try new and healthier food. We recommend that local authorities consider the provision of the food element of the HAF programme, in particular in making sure that providers and children are involved in the planning and preparation of food. Such a developmental approach is key to effecting long-term change in engagement with food and nutrition.

In addition to provision for children, providers can apply to offer weekly training and advice sessions for parents, carers or other family members. These should provide advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the nutritional education aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together.

All of these groups must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:

- safeguarding, including the recruitment of staff and volunteers

- health and safety
- relevant insurance policies
- accessibility and inclusiveness

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

72

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 IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the setting up of a dynamic purchasing system

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

31 May 2022

Local time

5:00pm

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Medway Council

Chatham

Country

United Kingdom