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Tender

## **Westcliff High School (Boys and Girls) ~ Catering Tender**

Westcliff High School for Girls  
Westcliff High School for Boys

F02: Contract notice

Notice identifier: 2023/S 000-013281

Procurement identifier (OCID): ocds-h6vhtk-03c78a

Published 10 May 2023, 12:05pm

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

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

Westcliff High School for Girls

Kenilworth Gardens, Westcliff-On-Sea

Essex

SS0 0BS

#### **Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

#### **Telephone**

+44 1276673880

#### **Country**

United Kingdom

#### **Region code**

UKH3 - Essex

**Internet address(es)**

Main address

<http://www.whsg.info/index.php>

**I.1) Name and addresses**

Westcliff High School for Boys

Kenilworth Gardens, Kenilworth Gardens, Westcliff-on-Sea

Essex

SS0 0BP

**Contact**

Tenders

**Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKH3 - Essex

**Internet address(es)**

Main address

<https://www.whsb.essex.sch.uk/>

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

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

<https://litmustms.co.uk/respond/59NZ8Y898X>

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**

Westcliff High School (Boys and Girls) ~ Catering Tender

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

- 55524000 - School catering services

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

Services

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

The successful Supplier will be required to provide catering services for both Westcliff High School for Girls (WHSG) and Westcliff High School for Boys (WHSB). The two schools share one catering facility.

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

Value excluding VAT: £2,980,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKH3 - Essex

Main site or place of performance

Essex

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

The successful Supplier will be required to provide catering services for both Westcliff High School for Girls (WHSG) and Westcliff High School for Boys (WHSB). The two

schools share one catering facility.

## WHSG

WHSG is a high achieving girls' grammar school, with a mixed sixth form, based in Westcliff-on-Sea Essex. There are up to 915 students in years 7-11 and a further 440 in the sixth form. Students travel from a wide area to attend and have diverse dietary needs.

The school currently offers break and lunch to all the students and runs a separate coffee shop, which is distinct from the catering offer, that provides food and drink to all before school and to the sixth form throughout the day.

## WHSB

WHSG is a high achieving boys' grammar school, with a mixed sixth form, based in Westcliff-on-Sea Essex. There are up to 925 pupils in years 7-11 (Sixth Form students are catered for separately, in the School's own 6th Form Canteen, and this is not part of this tender). Pupils travel from a wide area to attend and have diverse dietary needs.

The school currently offers lunch to all the pupils. Due to logistical reasons, a break-time service for the boys' school is not currently offered, but the School are open to ideas.

The two schools jointly own the catering facility which is run in house, where all the current financial transactions pass through WHSG. The lunch service starts at 12.10 for WHSG and at 1.50 for WHSB. The students are kept separate.

## The tender

The tender project is seeking to appoint a Contractor whose initiative and innovation will be welcomed for the provision of service within the existing facility of the schools, with a focus on exciting new food concepts to satisfy a wide range of pupil tastes and dietary requirements. The Schools would wish the successful contractor to review the current range of services offered and make recommendations accordingly.

The contract being tendered is for three years in duration from 1st January 2024 to 31st December 2026 with the option to extend for up to a further 2 years at the discretion of the client. This contract will operate as a Guaranteed Performance Contract, with the successful Contractor offering the School a guaranteed return / cost per annum for the provision of catering services. Sovereignty of the cash tariff is to remain with the schools for the duration of this contract.

The School year at both schools is based on a calendar of 195 days. Five days are to be used for staff professional development which means that School will be open to receive students for the legal minimum of 190 days.

The contract offered covers the scope for the provision of all catering services within the Schools, which currently includes morning break (at WHSG), lunch, all hospitality and free issue requirements. Free School meals are to be charged with a margin attached and hospitality will be charged based on consumption and at net food cost.

Whilst the schools prioritise value for money as a key objective of the Competitive Tender Process, it is not obliged to accept the lowest price. Furthermore, in the event that none of the bids find favour, the schools reserve the right not to appoint.

The Trust expects the successful contractor to enable the continued development of catering through the provision of an innovative, healthy food service, with fresh, seasonal, locally sourced ingredients being prepared on-site. The schools expect the successful tenderer to evidence, through their bid, how they shall support and complement its values and support the principles of Every Child Matters.

The schools believe that success should be celebrated and that pupils should enjoy their time at school; if lessons are stimulating and challenging then students will love learning.

Please see SQ Document for more information.

#### **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: £2,980,000

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

Start date

1 January 2024

End date

31 December 2029

This contract is subject to renewal

No

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

Envisaged minimum number: 5

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **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**

Selection criteria as stated in the procurement documents

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

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

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

Restricted 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

16 June 2023

Local time

12:00pm

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

3 July 2023

#### **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**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement. It will be the



supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this contract notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://litmustms.co.uk/tenders/UK-UK-Essex:-School-catering-services./59NZ8Y898X>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/59NZ8Y898X>

GO Reference: GO-2023510-PRO-22931711

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

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

Westcliff High School (Boys and Girls)

Kenilworth Gardens, Westcliff-On-Sea

Essex

Country

United Kingdom