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Tender

CFM0331 - Supply of Sandwiches and Food to Go 2025

Fife Council

F02: Contract notice

Notice identifier: 2025/S 000-014649

Procurement identifier (OCID): ocds-h6vhtk-04d09f

Published 11 April 2025, 2:00pm

Section I: Contracting authority

I.1) Name and addresses

Fife Council

Fife House, North Street

Glenrothes

KY7 5LT

Contact

Jack Dryburgh

Email

jack.dryburgh@fife.gov.uk

Country

United Kingdom

NUTS code

UKM72 - Clackmannanshire and Fife

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187

I.3) Communication

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

<https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.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

CFM0331 - Supply of Sandwiches and Food to Go 2025

Reference number

CFM0331

II.1.2) Main CPV code

- 15811510 - Sandwiches

II.1.3) Type of contract

Supplies

II.1.4) Short description

This contract is for the supply of packaged sandwiches to various Fife Council sites.

II.1.5) Estimated total value

Value excluding VAT: £1,600,000

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

Anstruther High Schools

Lot No

1

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various sites across Fife

II.2.4) Description of the procurement

Supply of packaged sandwiches for various Fife Council sites.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £12,434.84

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

12-month optional extension

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

Anstruther Primary Schools

Lot No

2

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £10,654.32

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Burntisland

Lot No

3

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £9,009.72

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Cowdenbeath, Kelty & Lochgelly High Schools

Lot No

4

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £91,493

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Cowdenbeath, Kelty & Lochgelly Primary Schools

Lot No

5

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £181,780.04

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Cowdenbeath, Kelty & Lochgelly Cafe & Commercial

Lot No

6

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £88,391.40

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Cupar High Schools

Lot No

7

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £43,534.72

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Cupar Primary Schools

Lot No

8

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £23,535.40

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Dunfermline, Inverkeithing & Oakley High Schools

Lot No

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £159,878.24

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Dunfermline, Inverkeithing & Oakley Primary Schools

Lot No

10

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £111,624.32

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Dunfermline, Inverkeithing & Oakley Cafe & Commercial

Lot No

11

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £14,977.12

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Dunfermline, Inverkeithing & Oakley Meals on Wheels

Lot No

12

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £98,140.28

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Glenrothes High Schools

Lot No

13

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £145,223

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Glenrothes Cafe & Commercial

Lot No

14

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £54,387.56

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Kirkcaldy High Schools

Lot No

15

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £64,003.08

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Kirkcaldy Primary Schools

Lot No

16

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £91,898.68

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Kirkcaldy Meals on Wheels

Lot No

17

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £64,116.48

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Leven High Schools

Lot No

18

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £147,797.80

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Leven Primary Schools

Lot No

19

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £12,848.04

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

Leven Meals on Wheels

Lot No

20

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £80,537.04

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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

St Andrews

Lot No

21

II.2.2) Additional CPV code(s)

- 15811510 - Sandwiches

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Various Fife Council sites

II.2.4) Description of the procurement

Supply of packaged sandwiches to various Fife Council sites

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £31,535.04

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Optional 12-month extension

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Tenderers will be required to provide the relevant food hygiene certifications

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As per tender documentation

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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.2.1) Previous publication concerning this procedure

Notice number: [2025/S 000-001521](#)

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

Date

12 May 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

Tender must be valid until: 30 June 2025

IV.2.7) Conditions for opening of tenders

Date

12 May 2025

Local time

12:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Fife Council may require additional purchases under this contract which have not been specifically detailed in the "specification" however any additional purchases will be in full accordance with the requirements of Regulation 72 of the Public Contract (Scotland) Regulations 2015.

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

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=796163.

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.publiccontractsscotland.gov.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.

A sub-contract clause has been included in this contract. For more information see:
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

A scored question is included in the tender documentation. Bidders will be required to

detail the annual community benefits they are willing to provide in respect to this contract.

(SC Ref:796163)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=796163

VI.4) Procedures for review

VI.4.1) Review body

Kirkcaldy Sheriff Court

Whytescauseway

Kirkcaldy

KY1 1XQ

Country

United Kingdom