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Tender

## **Tender for the Provision of Nursery Food - Supply and Delivery**

THE UNIVERSITY OF BIRMINGHAM

F02: Contract notice

Notice identifier: 2023/S 000-015375

Procurement identifier (OCID): ocids-h6vhtk-03d08b

Published 31 May 2023, 12:46pm

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

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

THE UNIVERSITY OF BIRMINGHAM

EDGBASTON

BIRMINGHAM

B152TT

#### **Contact**

Rachel Price

#### **Email**

[R.E.Price.1@bham.ac.uk](mailto:R.E.Price.1@bham.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UKG31 - Birmingham

**Companies House**

RC000645

**Internet address(es)**

Main address

<https://www.birmingham.ac.uk/index.aspx>

**I.3) Communication**

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

<https://in-tendorganiser.co.uk/universityofbirmingham.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendorganiser.co.uk/universityofbirmingham.aspx/Home>

**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**

Tender for the Provision of Nursery Food - Supply and Delivery

Reference number

FRAM442/23

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

- 55523000 - Catering services for other enterprises or other institutions

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

Services

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

The University of Birmingham has three Day Nurseries providing quality childcare and education for children aged 6 weeks to 5 years. They offer exceptional childcare provision, filled with fun and activities based on educational play where ideas can be explored and experiences shape, stimulate and develop precious young minds and bodies. The nurseries are registered with OFSTED and have received 'Good' and 'Outstanding' grading. This has included the creation of a pre-school unit at The Oaks Day nursery accommodating 40 children aged 3-5 years.

The nurseries operate from 07:30 until 17:55 Monday - Friday, 50.8 weeks of the year, closing on Public Holidays and University closed days. Children can attend full-time or on a session basis of morning and/or afternoon, enabling parents to make flexible use of childcare services.

We require daily (Monday - Friday) deliveries of hot food to the University's three Nurseries and pre-school with a quality, healthy menu which reflects the season, meets children's dietary requirements and is changed frequently. The company needs to use locally sourced produce.

The company should be compliant with the Foundation Years' Eat Better, Start Better guidance, have a comprehensive system for the traceability of food sourced and be able to mitigate any risk, be able to provide evidence upon request for supporting sustainability, and be aiming to source foods locally where possible.

A two-course hot lunchtime meal and a selection of hot and cold teas will be required for approximately 300 children. The successful supplier will be expected to cater for specific dietary needs such as religious, cultural, food intolerances/allergies etc. The recently published 'Eat Better, Start Better' guidance and the NHS/Startwell guidance for young children's meals MUST be adhered to. Food must be provided in sealed hot boxes which keep food at the required temperature of 65 degrees or above.

The Contract will commence on 1st September 2023 and run for an initial trial period of six months. Subject to this trial period being satisfactory, the contract will run for a total

period of 3 years, subject to at least annual performance and commercial review. It may be extended for a further period of one year. The Contract will not exceed a maximum period of four years subject to at least annual reviews.

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKG31 - Birmingham

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

The University of Birmingham has three Day Nurseries providing quality childcare and education for children aged 6 weeks to 5 years. They offer exceptional childcare provision, filled with fun and activities based on educational play where ideas can be explored and experiences shape, stimulate and develop precious young minds and bodies. The nurseries are registered with OFSTED and have received 'Good' and 'Outstanding' grading.

This has included the creation of a pre-school unit at The Oaks Day nursery accommodating 40 children aged 3-5 years.

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The company should be compliant with the Foundation Years' Eat Better, Start Better guidance, have a comprehensive system for the traceability of food sourced and be able to mitigate any risk, be able to provide evidence upon request for supporting sustainability, and be aiming to source foods locally where possible.

A two-course hot lunchtime meal and a selection of hot and cold teas will be required for approximately 300 children. The successful supplier will be expected to cater for specific

dietary needs such as religious, cultural, food intolerances/allergies etc. The recently published 'Eat Better, Start Better' guidance and the NHS/Startwell guidance for young children's meals MUST be adhered to. Food must be provided in sealed hot boxes which keep food at the required temperature of 65 degrees or above.

Food needs to be portioned per room (14 rooms in total - six for The Elms site, four at The Oaks site with a further two at the Oaks pre-school unit and Maples Nursery) and must be delivered between 9.45am and 11.00 am within 2 hours of serving time for hot lunches. Delivery to The Elms Nursery involves delivering to both the ground and first floor, ground floor at the Maples and to both the Oaks Nursery with the separate self-contained Pre-School unit nearby.

In addition to the hot food and tea there is a requirement to deliver additional food items for daily within the nurseries such as bread, fresh milk, fresh and tinned fruit, margarine, cereals and cheese (list is not exhaustive) at cheaper than supermarket prices. Supplier needs to be consistent and full allergen details need to be supplied.

The nurseries have recently started to cater for party packages (Muddy Explorers) that run once a month on a weekend, and also a school holiday club (Wild Explorers, dates will be confirmed in advance). For the parties, we may require for our bespoke party package, a food buffet for the children, and occasionally to include the adults. For the Holiday Club, we require catering for an additional 24 children during the school holidays where the club runs), to be delivered to the rear of Winterbourne Gardens, at the same time as the usual delivery to Maples Day nursery. Also, there may be some ad-hoc requirements for meals or a packed lunch to cater for our staff training days, these happen twice a year currently.

Spend on this commodity estimated at between £185000- £240,000 per year.

The Contract will commence on 1st September 2023 and run for an initial trial period of six months. Subject to this trial period being satisfactory, the contract will run for a total period of 3 years, subject to at least annual performance and commercial review. It may be extended for a further period of one year. The Contract will not exceed a maximum period of four years subject to at least annual reviews.

Please ensure that you have read the content of the tender and that the person signing the Form of Tender Declaration has the authority to make the commitments and authorisations set out in the document and is authorised to complete it.

If any points in the tender documents are unclear, tenderers may seek clarification via in-tend using the 'Correspondence' facility. Responses to clarifications may be shared with all suppliers that express an interest in the tender opportunity.

Both the electronic selection questionnaire and the electronic tender questionnaire must

be received by the closing date and time indicated on the e-tendering system In-Tend

<https://in-tendhost.co.uk/universityofbirmingham/asp/Home>

Any tenders arriving late through the In-Tend system may not be considered.

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

Quality criterion - Name: Supplier Information Questionnaire / Weighting: 10

Quality criterion - Name: Food Safety Questionnaire / Weighting: 10

Quality criterion - Name: Quality and variety of food (inc. special dietary requirements) / Weighting: 30

Quality criterion - Name: Ability to provide a flexible service and meet the specification / Weighting: 15

Quality criterion - Name: Added Value / Weighting: 5

Price - Weighting: 30

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

Start date

1 September 2023

End date

31 August 2026

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

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## **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

30 June 2023

Local time

11:59am

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

English

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

Date

30 June 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

University of Birmingham

Birmingham

B15 2TT

Country

United Kingdom