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Tender

## **Marlow Education Trust ~ Catering Tender**

Marlow Education Trust  
Sir William Borlase's Grammar School

F02: Contract notice

Notice identifier: 2024/S 000-015481

Procurement identifier (OCID): ocds-h6vhtk-0459e1

Published 15 May 2024, 4:05pm

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

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

Marlow Education Trust

West Street, Marlow

Buckinghamshire

SL7 2BR

#### **Email**

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

#### **Telephone**

+44 1276673880

#### **Country**

United Kingdom

#### **Region code**

UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

**Internet address(es)**

Main address

<https://www.marlowet.org/MarlowEducationTrust>

**I.1) Name and addresses**

Sir William Borlase's Grammar School

West Street, Marlow

Buckinghamshire

SL7 2BR

**Email**

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

**Country**

United Kingdom

**Region code**

UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

**Internet address(es)**

Main address

<https://www.swbgs.com/>

**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/2T28BWYS45>

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**

Marlow Education Trust ~ 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 Cleaning services for Marlow Education Trust at the following School:

Sir William Borlase's Grammar School

West Street, Marlow SL7 2BR

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

Value excluding VAT: £1,700,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

Berkshire, Buckinghamshire and Oxfordshire

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

Basis of Contract

The Trust is currently seeking a catering contractor with ample experience to provide catering services at Sir William Borlase's Grammar School. The contractor will need to be highly creative and innovative, and able to introduce new food concepts that cater to the diverse range of pupil tastes and dietary requirements. As the school places a strong emphasis on extracurricular activities, it is essential that the chosen contractor has extensive knowledge and expertise in providing healthy food options which are fresh, seasonal and locally sourced and prepared at the school. This includes being well-versed in nutritional standards and requirements and ensuring that the menus are designed to fuel pupils throughout the day. Additionally, the contractor will be expected to conduct a comprehensive review of the current catering services and provide recommendations on how to enhance the existing offerings. The main aim of this exercise is to deliver a superior catering experience that aligns with the school's vision and values.

The chosen contractor must propose innovative ways to make the contract more environmentally friendly and carbon neutral. This should apply to both the contract delivery and the contractor's organization, following the environmental policies of Sir William Borlase's Grammar School. The contractor's approach to sustainability must align with that of the school.

The contract being tendered is from 1st January 2025 until 31st December 2028 for an initial 3-year period with an option to extend for a further 2 years at the discretion of the client. The contract will operate as a guaranteed performance Contract, with the successful contractor offering the school a guaranteed return/ cost for the provision of catering services. Sovereignty of the cash tariff is to remain with the Trust for the duration of this contract.

The contract offered covers the scope for the provision of all catering services within the School, which currently includes, breakfast mid-morning break, lunch, all hospitality, and free issue requirements. Free School meals and hospitality will be charged based on consumption and at net food cost.

Whilst the Trust prioritises value for money as a key objective of the Competitive Tender Process, it is not obliged to accept the lowest price.

Contract value:

Sales performance per annum is circa £340,000

The value of the new contract is circa £1,700,000 (Current annual contract cost, multiplied by 5, being the maximum 5-year term of the contract)

Other notes:

- Please be advised that this contract will be let on a 3 + 1 + 1 year basis.
- Please be advised that there are not currently any catering staff in the LGPS
- Please be advised that the catering service is currently contracted to Innovate.
- Please be advised that the School has a minimum requirement for a contractor's employer liability/ public liability and professional indemnity insurance of £10m
- The minimum annual turnover that your company must have achieved to be considered for this opportunity is £1m

See SQ Document for further 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: £1,700,000

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

Start date

1 January 2025

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

21 June 2024

Local time

12:00pm

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

15 July 2024

#### **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.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **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-Buckinghamshire:-School-catering-services./2T28BWYS45>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/2T28BWYS45>

GO Reference: GO-2024515-PRO-26050134

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

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

Marlow Education Trust

West Street, Marlow

Buckinghamshire

SL7 2BR

Country

United Kingdom