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Tender

## **Provision of Temporary Catering Staff for the University of Strathclyde**

University of Strathclyde

F02: Contract notice

Notice identifier: 2021/S 000-021766

Procurement identifier (OCID): ocds-h6vhtk-02dc75

Published 2 September 2021, 3:55pm

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

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

University of Strathclyde

40 George Street, Procurement Department

Glasgow

G1 1QE

#### **Contact**

Jemma Wylie

#### **Email**

[jemma.wylie@strath.ac.uk](mailto:jemma.wylie@strath.ac.uk)

#### **Telephone**

+44 1415484451

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.strath.ac.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00113](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00113)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

**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**

Provision of Temporary Catering Staff for the University of Strathclyde

Reference number

UOS-16645-2021

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

- 79620000 - Supply services of personnel including temporary staff

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

Services

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

The University of Strathclyde seeks to appoint suitably qualified and experienced (SQEP) recruitment Agencies on a Framework

Agreement to fulfil the University's part-time and temporary catering staff needs.  
Supplier(s) will be called upon as and when required, to

support the University's in-house hospitality, refreshment retail and catering department Nourish.

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
2

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

#### **II.2.1) Title**

Front of House

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79620000 - Supply services of personnel including temporary staff
- 79600000 - Recruitment services

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

NUTS codes

- UKM82 - Glasgow City

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

The provision of a reliable and cost-effective service in the supply of temporary and interim catering staff, from which the University can secure reliable, experienced and qualified (where applicable) candidates to provide cover in the following circumstances listed below:

Emergency Sickness / Absent in-house resource cover

Temporary vacancy cover

Contingency/reserve staff for large corporate and or

commercial events

Provision of an online booking and reporting portal and dedicated Account Manager.

This lot will include, but will not be limited to the provision of suitably qualified and experienced:

Barista

Plate Waiting / Hospitality Server Staff

Administration Support Staff

Retail Staff

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

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

At solely the University's discretion, this contract can be extended for a period of 2x 12 months.

### **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**

Back of House

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79620000 - Supply services of personnel including temporary staff

- 55520000 - Catering services

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

NUTS codes

- UKM82 - Glasgow City

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

The provision of a reliable and cost-effective service in the supply of temporary and interim catering staff, from which the University can secure reliable, experienced and qualified (where applicable) candidates to provide cover in the following circumstances listed below:

Emergency Sickness / Absent in-house resource cover

Temporary vacancy cover

Contingency/reserve staff for large corporate and or

commercial events

Provision of an online booking and reporting portal and dedicated Account Manager.

This lot will include, but will not be limited to the provision of suitably qualified and experienced:

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Sous Chef (Deputy Chef)

Commis Chef (Junior Chef)

Dishwasher

Chef de partie (Station Chef)

Kitchen porter

Goods logistics (Drivers and Central stores support)

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

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Cost criterion - Name: Cost / Weighting: 40

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

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Options: No

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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**

List and brief description of selection criteria

4B.1.1

4B.5.1-4B.5.3

Minimum level(s) of standards possibly required

4B.5.1-4B.5.3 It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance= 10,0000,000.00 GBP

Public and Product Liability Insurance= 2,000,000.00GBP

Professional Risk Indemnity Insurance= 2,000,000.00 GBP

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

List and brief description of selection criteria

#### **4C.1.2**

Minimum level(s) of standards possibly required

4C.1.2 Bidders will be required to provide examples of services carried out in the past three years that demonstrate that they have the relevant experience to deliver the work as described in part II.2.4 of the OJEU Contract Notice or the relevant section of the Site Notice.

The bidder should use the template provided for them to answer the Technical and Professional ability question 4C.1.2 of their SPD (Scotland) response.

For each lot that they are bidding for, the Tenderer must provide 3 examples from the past 3 years that demonstrates that they can fulfil the requirements outlined under the relevant lot description (II.2.4) (Description of the Procurement) within the Contract Notice. For example, if the Tenderer is bidding for both lots, then they must provide 3 examples for each, which totals as 6 examples.

This question will be scored in accordance with the Scoring Methodology noted in Section 3.2. of the ITT document. by a technical panel made up of representatives from the Contracting Authority. Once all scores are agreed, an average score will be applied to each example. Please note, the Tenderer must score a minimum of 2 for each example, as per the scoring methodology, for the above question, otherwise their offer may be deemed non-compliant and will not be considered further.



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## **Section IV. Procedure**

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

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

Open procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

#### **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

4 October 2021

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: 1 February 2022

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

Date

4 October 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 40781.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19402.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:663266)

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

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

Glasgow Sheriff Court

1 Carlton Place

Glasgow

G59TW

Country

United Kingdom

