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Tender

St Teilo's Church-in-Wales High School ~ Catering Tender

St Teilo's Church-in-Wales High School

F02: Contract notice

Notice identifier: 2023/S 000-022392

Procurement identifier (OCID): ocids-h6vhtk-03ec39

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Section I: Contracting authority

I.1) Name and addresses

St Teilo's Church-in-Wales High School

Circle Way East

Cardiff

CF23 9PD

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

Region code

UKL22 - Cardiff and Vale of Glamorgan

Internet address(es)

Main address

<https://stteilos.com/>

I.3) Communication

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

<https://litmustms.co.uk/respond/VY7XG4862B>

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

St Teilo's Church-in-Wales High School ~ 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 St Teilo's Church-in-Wales High School.

II.1.5) Estimated total value

Value excluding VAT: £1,425,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

Main site or place of performance

Cardiff and Vale of Glamorgan

II.2.4) Description of the procurement

The value of the contract is £285,000 per annum.

The successful Supplier will be required to provide catering services for St Teilo's Church-

in-Wales High School.

St Teilo's Church in Wales High School is the largest Anglican school in the Province of Wales and a leading voice in faith education. A truly comprehensive school, St Teilo's serves young people from across the Eastern and Southern arc of the capital city. As a consequence of the school's commitment to equity and wellbeing, it has the largest population of vulnerable children in Cardiff.

The school has 1420 students on roll, of which roughly 37% are entitled to Free School meals. There are also 145 staff employed and a sixth form centre which is included in the above numbers.

The current provision includes two lunch services of equal length, one mid-morning break and one early afternoon break. The meal deal cost is currently £3.20 for pupils and £3.72 for staff which includes VAT.

The contract covers the scope for the provision of all catering services within the school, which also includes all hospitality and free issue requirements.

The duration of the contract being offered is three years commencing on 19th February 2024 and concluding on 18th February 2026 and will be on a guaranteed performance basis offering a fixed annual return and or subsidy to St Teilo's Church-in-Wales High School. There will be the option to extend the contract for a further term excluding the right to further extend for a further term of two years. The contract being offered and will be guaranteed performance in nature.

It is expected that the successful contractor will have experience in the requirements of the Healthy Eating in Schools (Nutritional Standards & Requirements) (Wales) Regulations 2014 ~

<http://gov.wales/topics/educationandskills/schoolshome/foodanddrink/healthy-eating/?lang=en> ~ and be able to offer innovation and forward thinking during this contract term.

The tender project is seeking to appoint a Contractor whose initiative and innovation will be welcomed for the provision of all catering services within the school. This includes a mid-morning break, hospitality for visitors and provision for inset days.

The high-quality service levels proposed, should maintain excellent standards throughout, resulting in a new food service offer with consistent high standards of food operations within the school.

These new standards of operation should meet the needs of the pupils' moving forwards into this contract term. The current range of foods needs to be expanded along with the service provision. It is one of the objectives of this tender that the successful contractor

will utilise the local supply chain and farming” belt” in South Wales to source all fresh produce, namely being:

Bakery Products

Meat

Fruit and Vegetables

Dairy Products

As you can appreciate, working with the local community is something that the school strives to do at all times and to this end we would like to ensure that all your fresh produce is sourced from local suppliers (within a 20-mile radius of the School)

St Teilo’s Church-In-Wales High School also seeks to ensure that the catering operation will have the following objectives from February 2024.

- 1.The provision of a healthy balanced menu including daily fresh vegetables and fruit that meets nutritional guidelines.
- 2.Suitable portion sizes for each age group.
- 3.A series of added value days organised and run throughout the year, including support for key curriculum dates.
- 4.The successful contractor’s management team show a real interest in the school and its students moving into this contract term.
- 5.Engagement with parents and pupils through newsletters, attendance at parent’s evenings and other methods.
- 6.Clear and transparent accounting.

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: £1,425,000

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

Start date

19 February 2024

End date

18 February 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

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

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

8 September 2023

Local time

5:00pm

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

2 October 2023

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

English

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-Cardiff:-School-catering-services./VY7XG4862B>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/VY7XG4862B>

GO Reference: GO-202381-PRO-23547554

VI.4) Procedures for review

VI.4.1) Review body

St Teilo's Church-in-Wales High School

Circle Way East

Cardiff

CF23 9PD

Country

United Kingdom