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Tender

Westfield Academy ~ Catering Tender

Westfield Academy

F02: Contract notice

Notice identifier: 2023/S 000-025160

Procurement identifier (OCID): ocds-h6vhtk-03f732

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Section I: Contracting authority

I.1) Name and addresses

Westfield Academy

Stiby Rd,

Yeovil

BA21 3EP

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

Region code

UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Internet address(es)

Main address

<https://www.westfieldacademy.co.uk/>

I.3) Communication

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

<https://litmustms.co.uk/respond/VSUQZ2QBAR>

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

Westfield Academy ~ 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 Westfield Academy.

II.1.5) Estimated total value

Value excluding VAT: £932,065

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Main site or place of performance

Bath and North East Somerset, North Somerset and South Gloucestershire

II.2.4) Description of the procurement

The successful Supplier will be required to provide Catering services for Westfield Academy.

We are proud of our school and consider ourselves to be at the heart of the community of the town of Yeovil and surrounding villages.

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens.

All students are members of a tutor group and one of four houses (Aqua, Ignis, Terra and Ventus), which form the basis of inter-house activities and fundraising events. Our dedicated pastoral team ensure children are well supported and cared for. Each year group have their own Head of Year supporting them throughout their time at Westfield.

Students are encouraged to make the most of a very wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme.

Performing Arts are a real strength of Westfield. Many students take advantage of a wide range of specialist music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and further Performing Arts shows all hosted in our theatre.

There is a well-regarded, dynamic Food Technology department at Westfield Academy and contractor suggestions on how they could further support and enhance this student activity would be welcomed.

The contract covers the scope for the provision of all catering services within the Academy, including hospitality and free issue requirements.

The duration of the contract offered is three years commencing on 1 August 2024, concluding on 31 July 2027, with the opportunity to extend by up to an additional two years at the discretion of the governing body.

The contract is offered on a ‘guaranteed performance’ basis. Cash Meal Deals are to be at a maximum of £2.60, with Free School Meals provided for circa 260 of the total 1060 pupils charged on consumption with margin applied. Free School Meal eligible pupils must be able to choose ANY meal deal provided to other pupils, using their daily allowance. Hospitality and free issues are recharged on consumption at “net” food cost only.

The kitchen enjoyed significant investment 10-years ago, therefore some further investment may be required.

It is appreciated that a level of investment may be identified as a requirement of your bid, and therefore bidders are encouraged to provide detailed information of any equipment felt necessary. Bidders must provide the equipment make, model and cost and a

justification of how this equipment will assist in fulfilling the proposal and potential of the service. All investment suggested must be fully justified within the Service Development and Finance sections of your Bidder Response. The level of investment provided will be at the Academy's discretion, subject to the method of obtaining the investment for the required equipment.

The quality of food provision will be critical and indeed your organisation must be flexible enough to source bakery, meat, fruit and vegetables and dairy products through local suppliers based no more than 25 miles from the School. It is expected that menus will feature and utilise products in season. The School is keen that the successful contractor has a strong focus on the provision of full nutritionally balanced meals, rather than 'Grab & Go' snacks.

Sustainability is a key area of focus at Westfield Academy and specific plans for the reduction of single use plastics and use of biodegradable packaging would be of great interest.

Customer engagement will be fundamental to the continuous improvement in the service provision and within your tender response your methodology to achieve this will be detailed along with examples of where this has recently been undertaken within similar contracts.

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: £932,065

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

Start date

1 August 2024

End date

31 July 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

27 October 2023

Local time

12:00pm

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

26 January 2024

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.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-Yeovil:-School-catering-services./VSUQZ2QBAR>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/VSUQZ2QBAR>

GO Reference: GO-2023825-PRO-23728994

VI.4) Procedures for review

VI.4.1) Review body

Westfield Academy

Yeovil

Country

United Kingdom