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Tender

## **Loreto College ~ Catering Tender**

Loreto College

F02: Contract notice

Notice identifier: 2022/S 000-025241

Procurement identifier (OCID): ocds-h6vhtk-0366f3

Published 8 September 2022, 2:05pm

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

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

Loreto College

Hatfield Road

St Albans

AL1 3RQ

#### **Email**

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

#### **Telephone**

+44 1276673880

#### **Country**

United Kingdom

#### **Region code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

<https://www.loreto.herts.sch.uk/>

**I.3) Communication**

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

<https://litmustms.co.uk/tenders/UK-UK-St-Albans:-School-catering-services./C6N9639976>

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**

Loreto College ~ 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 Loreto College.

A catholic faith school, the college has circa 1000 pupils on roll, there are five forms of girls in years 7-11 and circa 160 girls and boys in the 6th form.

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

Value excluding VAT: £1,364,583

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

This contract is divided into lots: No

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

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Hertfordshire

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

Loreto College is an 11-18 comprehensive academy in St Albans, which is tendering the

catering services for contract commencement 11th February 2023.

The tender project is seeking to appoint a Supplier whose initiative and innovation will be welcomed for the provision of service within the existing facilities for the students and teaching and support staff. A focus is required on both exciting new food concepts to satisfy a wide range of pupil tastes and dietary requirements and strong management of the contract, developing a true partnership relationship with Loreto College. The Client would wish the successful Supplier to review the current range of services offered and make recommendations accordingly.

The contract being tendered is from 11th February 2023 to 31st July 2026 with the option to extend for a maximum of a further 2 years at the discretion of the client. This contract will operate as a Guaranteed Performance Contract, with the successful Contractor offering the School a guaranteed return / cost per annum for the provision of catering services. Sovereignty of the cash tariff is to remain with The Academy for the duration of this contract.

The School year is based on a calendar of 195 days. Five days are to be used for staff professional development which means that School will be open to receive students for the legal minimum of 190 days.

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

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

The total annual sales pre pandemic were circa £250k per annum and therefore the value of the contract is £1,364,583 (total annual sales as above x 5 for the 5years and 5.5-month maximum year contract term).

Loreto College expects the successful contractor to enable the continued development of catering through the provision of an innovative, healthy food service, with fresh, seasonal, locally sourced ingredients being prepared on-site. The School expects the successful tenderer to evidence, through their bid, how they shall support and complement its values and support the principles of Every Child Matters.

The School believes that success should be celebrated and that pupils should enjoy their time at school; if lessons are stimulating and challenging then students will love learning.

As a school who are continually seeking ways to improve and develop the ethos and environment for students and staff, to give them the facilities they deserve and need to

meet the challenges of the 21st Century, any consideration regarding improvements here as part of the Contractor's tender submission would be welcomed.

- Please be advised that this contract will be let on a 3 years and 5.5 months + 2 years basis.
- Please be advised that there are currently 8 employed to deliver the catering service
- Please be advised that there are not current catering staff in the Local government pension scheme (LGPS)
- Please be advised that the catering service is currently contracted to Aspens Services
- Please be advised that the School has a minimum requirement for a contractor's employers liability/ public liability and professional indemnity insurance of £10 million
- The minimum annual turnover that your company must have achieved to be considered for this opportunity is £1 million

#### **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: £1,364,583

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

Start date

11 February 2023

End date

31 July 2028

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

#### **II.2.14) Additional information**

To respond to this opportunity please click here:

<https://litmustms.co.uk/respond/C6N9639976>

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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

14 October 2022

Local time

12:00pm

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

4 November 2022

#### **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.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-St-Albans:-School-catering-services./C6N9639976>

To respond to this opportunity, please click here:

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GO Reference: GO-202298-PRO-20920629

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

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

Loreto College

Hatfield Road

St Albans

AL1 3RQ

Country

United Kingdom

