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Tender

## **The Supply and Delivery of Catering Kits, for City of Glasgow College, Glasgow Clyde College and Glasgow Kelvin College**

City of Glasgow College

F02: Contract notice

Notice identifier: 2022/S 000-026343

Procurement identifier (OCID): ocids-h6vhtk-0369f2

Published 21 September 2022, 11:39am

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

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

City of Glasgow College

190 Cathedral Street

Glasgow

G4 0RF

#### **Email**

[amie.mccrudden@cityofglasgowcollege.ac.uk](mailto:amie.mccrudden@cityofglasgowcollege.ac.uk)

#### **Telephone**

+44 1413755316

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00453](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00453)

**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**

The Supply and Delivery of Catering Kits, for City of Glasgow College, Glasgow Clyde College and Glasgow Kelvin College

Reference number

CS/CoGC/22/04

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

- 39310000 - Catering equipment

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

Supplies

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

Catering Kits for College Courses. Full list of items required are contained in Appendix F in the documents attached on PCS-T.

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

Value excluding VAT: £380,000

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

This contract is divided into lots: No

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

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

- 39310000 - Catering equipment

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

NUTS codes

- UKM82 - Glasgow City

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

The purpose of this procurement exercise is to appoint a supplier to supply and deliver catering equipment based on Kit Lists provided.

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

Quality criterion - Name: Service Delivery / Weighting: 25

Quality criterion - Name: Ordering, Refunds, Returns & Exchanges / Weighting: 10

Quality criterion - Name: Sustainability / Weighting: 10

Quality criterion - Name: Added Value / Weighting: 10

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Modern Slavery / Weighting: 5

Quality criterion - Name: Business Continuity Planning / Weighting: 10

Quality criterion - Name: Equality, Diversity & Inclusion / Weighting: 10

Quality criterion - Name: Supply Chain Management / Weighting: 10

Quality criterion - Name: Implementation & Exit Plan / Weighting: 5

Price - Weighting: 40

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Renewal of the contract will be in 48 months

#### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

Other related services to this contract within reason, during the life of the contract.

### **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**

Minimum level(s) of standards possibly required

Please refer to Part 4 B Economic and Financial Standing of the SPD

The College will use the following ratios to evaluate a bidder's financial status.

Bidders must confirm within their response to the relevant question within the 'Qualification envelope' that as a minimum, 2 out of the 3

ratios can be met and what the value of each ratio is.

The 3 ratios to be evaluated are:

Profitability - this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for

this ratio;

Liquidity - this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or

equal to 'one' then it is a pass for this ratio;

Gearing - this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a

percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Where 2 out of the 3 ratios cannot be met, the College may take the undernoted into consideration when assessing financial viability and

the risk to the College, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria. This list is not

exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes 'marginal'?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cash-flow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by 'one off costs' and / or 'one off accounting treatments'?

Do the bidder's auditors (where applicable) consider it to be a 'going concern'?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The College will obtain an Equifax Report or similar financial verification systems to validate the information provided.

Please refer to Part 4 B

Bidders must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5,000,000 GBP

Public Liability Insurance = 10,000,000 GBP

Professional Liability Insurance = 2,000,000 GBP

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

Minimum level(s) of standards possibly required

Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional

qualifications:

PVG Membership

Bidders will be required to confirm that their managerial staff have the following relevant educational and professional qualifications:

PVG Membership

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Contract management information and KPI's can be found in the Invitation to Tender document under schedule C

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## **Section IV. Procedure**

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

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

Open 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

24 October 2022

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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

24 October 2022

Local time

10:00am



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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 48 months

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

Electronic ordering will be used

Electronic payment will be used

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

Bidders 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.

Declarations and Certificates:

In an open tendering procedure prior to any award being made the successful bidder must provide the undernoted certificates, declarations

and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Questionnaire.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

Appendix A – Form of Tender;

Appendix B – Freedom of Information;

Appendix C – SUSTAIN Supply Chain Code of Conduct;

Appendix D – CoGC Service Contract;

Appendix E – PECOS Supplier Adoption Form;

Appendix F – Pricing Schedule;

Appendix J – PVG Act Declaration;

Appendix O – Declaration of Non Involvement of Human Trafficking;

Appendix P – Declaration of Non Involvement of Serious Organised Crime;

Appendix N – Conflict of Interest Declaration;

Appendix Q - Prompt Payment Certificate.

In the case of an open tender this information will not be required to be uploaded and submitted with the bid, but will instead be requested

by the College following the conclusion of the evaluation of the Qualification, Technical and Commercial Questionnaires and prior to the

award of the tender.

Failure to provide this information or in the event that the information provided does not support or evidence the statements made within

the Qualification Questionnaire, will invalidate any bid. In this scenario the College will seek to obtain the relevant information and

evidence from the second highest scoring bidder and so on, and upon verification will award the contract to this bidder instead.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22423.

For more information see:

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

(SC Ref:701277)

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22423. For more information see:

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

(SC Ref:707425)

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

**VI.4.1) Review body**

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom