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Tender

The Circle Trust ~ Catering Tender

The Circle Trust

F02: Contract notice

Notice identifier: 2021/S 000-027562

Procurement identifier (OCID): ocds-h6vhtk-02f318

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Section I: Contracting authority

I.1) Name and addresses

The Circle Trust

C/O St Crispin's School, London Road

Wokingham

RG40 1SS

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

NUTS code

UKJ11 - Berkshire

Internet address(es)

Main address

<https://thecircletrust.co.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-Wokingham:-School-catering-services./25HCGE2TT8>

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

The Circle Trust ~ 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 The Circle Trust.

II.1.5) Estimated total value

Value excluding VAT: £3,406,395

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKJ11 - Berkshire

Main site or place of performance

Berkshire

II.2.4) Description of the procurement

The Circle Trust catering tender will consist of 6 Schools:

The Emmbrook School

Westcott Infant School

Nine Mile Ride Primary School

Shinfield Infant and Nursery School

St. Crispin's Secondary School

Westende Junior School

The Circle Trust is seeking to appoint a Contractor whose initiative and innovation will be welcomed for the provision of service within the existing facilities with a focus on exciting new food concepts to satisfy a wide range of pupil tastes and dietary requirements across all school within The Circle Trust. The Trust would wish the successful contractor to review the current range of services offered and make recommendations accordingly.

The contract being tendered is for three years in duration from 1st September 2022 to 31st Aug 2025 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 Schools a guaranteed return / cost per annum for the provision of catering services. Sovereignty of the cash tariff is to remain with The Circle Trust for the duration of this contract.

The academic year is based on a calendar of 195 days. Five days are to be used for staff professional development which means that Schools 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 Schools, 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 Trust prioritises value for money as a key objective of the Competitive Tender Process, the Trust Board is not obliged to accept the lowest price.

The value of the current contract is determined by the total sales values achieved at each school as per the below: -

Annual total sales per school for the period Sept 2018 – Aug 2019 (the last full year before covid disruption)

The Emmbrook School £173,348

Westcott Infant School £53,000

Nine Mile Ride Primary School £74,000

Shinfield Infant and Nursery School £87,111

St. Crispin's Secondary School £251,280

Westende Junior School £42,540

Total annual sales across all schools = £681,279

Therefore the value of the contract is £3,406,395 (total annual sales across all schools as above x 5 for the 5 maximum year contract term)

The Trust expects the successful contractor to enable the continued development of catering at all schools through the provision of an innovative, healthy food service, with fresh, seasonal, locally sourced ingredients. The Trust expects the successful tenderer to evidence, through their bid, how they shall support and complement its values.

As a Trust 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 + 2 years basis.
- Please be advised that any schools that may join the Trust during the term of this catering contract may (at the discretion of the trust) – join this catering contract
- Please be advised that there are no incumbent members of catering staff in the Local Government Pension Scheme

Please see the 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: £3,406,395

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

Start date

1 September 2022

End date

31 August 2025

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

10 December 2021

Local time

12:00pm

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

4 March 2022

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-Wokingham:-School-catering-services./25HCGE2TT8>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/25HCGE2TT8>

GO Reference: GO-2021113-PRO-19181224

VI.4) Procedures for review

VI.4.1) Review body

The Circle Trust

C/O St Crispin's School, London Road

Wokingham

RG40 1SS

Country

United Kingdom