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Tender

## **The Forest School - Catering Services**

The Forest School

F02: Contract notice

Notice identifier: 2021/S 000-027967

Procurement identifier (OCID): ocds-h6vhtk-02f4ac

Published 8 November 2021, 2:56pm

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

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

The Forest School

Robin Hood Lane

Winnersh

#### **Contact**

Lorraine Ashover

#### **Email**

[tenders@minervapcs.com](mailto:tenders@minervapcs.com)

#### **Telephone**

+44 1256467107

#### **Country**

United Kingdom

**NUTS code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

<http://www.forest.wokingham.sch.uk/>

**I.3) Communication**

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

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Other type

Educational Institute

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

The Forest School - Catering Services

Reference number

MPN-10196

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

- 55524000 - School catering services

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

Services

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

The Forest School is currently out to tender for the provision of a full daily catering service. The services at the school are currently outsourced. The Contractor will be responsible for the provision of a full school food catering service for the pupils and staff at the school. This will consist of breakfast and morning breaks at some sites and full lunch service for each school day at the site. The catering facilities in the school include the canteen as the main dining area, for years 7 to 11, and the 6th Form canteen. Please note, the 6th Form canteen is run in-house and is not included within the scope of this contract. Across the school there are currently 578 pupils (including 108 6th form students) on roll for the academic year 2021/22. Of this figure, 46 pupils are entitled to Free School Meals. TUPE is expected to apply, details of which can be found in the tender documentation.

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

Value excluding VAT: £980,000

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

This contract is divided into lots: No

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

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

- 55524000 - School catering services

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

NUTS codes

- UKJ11 - Berkshire

Main site or place of performance

The Forest School, Robin Hood Lane, Winnersh, Berkshire, RG41 5NE

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

The Forest School is currently out to tender for the provision of a full daily catering service. The services at the school are currently outsourced. The Contractor will be responsible for the provision of a full school food catering service for the pupils and staff at the school. This will consist of breakfast and morning breaks at some sites and full lunch service for each school day at the site. The catering facilities in the school include the canteen as the main dining area, for years 7 to 11, and the 6th Form canteen. Please note, the 6th Form canteen is run in-house and is not included within the scope of this contract. Across the school there are currently 578 pupils (including 108 6th form students) on roll for the academic year 2021/22. Of this figure, 46 pupils are entitled to Free School Meals. TUPE is expected to apply, details of which can be found in the tender documentation.

### **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: £980,000

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

Duration in months

84

This contract is subject to renewal

No

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Objective criteria is detailed in the tender document. A maximum of five suppliers will be taken forward to the Invitation to Tender stage of the process. Where less than five suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the Invitation to Tender stage. Where more than five suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the Invitation to Tender stage.

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

The contract will be awarded for an initial period of 3 years with 4 possible extensions of 12 months meaning a maximum contract length of 7 years.

#### **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**

The duration detailed above includes the initial term of 3 years as well as the 4 optional contract extension periods of 12 months each.

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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: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

13 December 2021

Local time

5:00pm

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

17 January 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: Yes

Estimated timing for further notices to be published: Further notices will be published in 2025, 2026, 2027, 2028 or 2029 dependent on the exercising of contract extension options.

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

CPV code 55524000-9, falls within Schedule 3 of the Public Contracts Regulations 2015 as a Social and Other Specific Service, therefore the procurement procedure is governed by Section 7 of Part 2 (Regulations 74-77) of those Regulations.

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

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

High Court

Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Forest School will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland)

**VI.4.4) Service from which information about the review procedure may be obtained**

High Court

Stranf

London

WC2A 2LL

Country

United Kingdom