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Tender

## **St John the Baptist Junior School Meals Tender commencing 1st April 2022**

St John the Baptist CE Junior School

F02: Contract notice

Notice identifier: 2021/S 000-030078

Procurement identifier (OCID): ocids-h6vhtk-02fcf4

Published 3 December 2021, 1:03pm

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

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

St John the Baptist CE Junior School

Lower Teddington Rd,

Kingston upon Thames

KT14HQ

#### **Contact**

Catherine Morris

#### **Email**

[cmorris@stjohnshamptonwick.school](mailto:cmorris@stjohnshamptonwick.school)

#### **Telephone**

+44 2089774114

#### **Country**

United Kingdom

**NUTS code**

UKI75 - Hounslow and Richmond upon Thames

**Internet address(es)**

Main address

<http://www.st-john.richmond.sch.uk/>

**I.3) Communication**

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

<https://sites.google.com/stjohnshamptonwick.school/website/contact-us>

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**

St John the Baptist Junior School Meals Tender commencing 1st April 2022

Reference number

SJB/MEALS/APR2022

**II.1.2) Main CPV code**

- 55524000 - School catering services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

St John the Baptist CE Junior School is a single school that is located in Hampton Wick, Kingston upon Thames, at the following address: Lower Teddington Road, Hampton Wick, KT1 4HQ. The proposed contract will be for the outsourced provision of catering services to the Client. It is the Client's expectation that the Successful Bidder shall be responsible for the operation of the catering function including employment and management of staff, supply of foodstuffs, consumables and light equipment and preparing and serving appropriate meals. The Client will retain responsibility for payment of utilities and the operation and maintenance of core catering equipment and facilities.

**II.1.5) Estimated total value**

Value excluding VAT: £100,000

**II.1.6) Information about lots**

This contract is divided into lots: No

**II.2) Description****II.2.2) Additional CPV code(s)**

- 15894210 - School meals
- 55523100 - School-meal services
- 55524000 - School catering services

**II.2.3) Place of performance**

NUTS codes

- UKI - London
- UKJ - South East (England)

Main site or place of performance

St John the Baptist CE Junior School,

Lower Teddington Road

Hampton Wick

Kingston Upon Thames

KT1 4HQ

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

Provision of school meals service to a 2 form entry junior school in Kingston upon Thames with effect from 1st April 2022. The proposed contract will be for the outsourced provision of catering services to the Client. It is the Client's expectation that the Successful Bidder shall be responsible for the operation of the catering function including employment and management of staff, supply of foodstuffs, consumables and light equipment and preparing and serving appropriate meals. The Client will retain responsibility for payment of utilities and the operation and maintenance of core catering equipment and facilities.

#### **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: £100,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The contract length is for an initial period of two years with an option to extend annually upon satisfactory performance review.

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

A. You are required to submit an overall 'Set Meal Price' which should include all labour, food, materials, training, insurance and management fee costs. The School will pay the Contractor the agreed price based on actual take-up of free meals. The school does not operate Universal Infant Free School meals due to being a junior school.

The 'Set Meal Price' shall be reviewed annually and may be revised in line with change in the RPIX. All changes to costs shall be agreed by the School in writing in advance and prior to implementation. It is the Contractor's responsibility to control costs within the increase allowed by this formula.

Please state clearly when submitting prices whether or not VAT will be charged.

Please state clearly if the staffing cost include London Living Wage allowance (LLW).

B. In addition to the 'Set Meal Price', if caterers wish to submit an additional alternative costing arrangement which allows for greater flexibility and better value for the school, fully explaining the benefits of this alternative pricing structure, then you are welcome to do so. Please note this must be submitted in addition to the 'Set Meal Price' option to ensure there is an initial level of parity between tenders made.

C. Furthermore, and again in addition to the above, the school welcomes alternative models of school meal provision that may be available to us; this may include, but is not limited to, food being cooked offsite and brought in hot, or in some other way linked to another local school. Any alternative models will need to include a fully detailed and costed plan and, where in operation already at another school, references from those schools who we will want to be in contact with.

The school will be responsible for collection of all monies from parents and the contractor will not have any involvement in the direct collection.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As per the tendering documentation available by request from the school

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

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

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

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

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

Performance of the caterers will be reviewed on an annual basis.

The Board of Governors reserves the right to terminate the contract within 30 days where a serious health and safety breach, or an irreconcilable breakdown of relationship with the caterer, occurs.

The Board of Governors reserves the right to terminate the contract in 3 months, where the caterer is unable to provide healthy meals on time in the School, or are unable or unwilling to improve food standards where concerns have been brought to the caterer's attention.

Tenderers should indicate whether they have received any enforcement notices in the past. Tenderers should also satisfy the Board of Governors that they currently have both the capacity and the experience to fulfil this contract.

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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

10 December 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

10 December 2021

Local time

12:30pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Royal Court of Justice

Strand

London

WC2A 2LL

Country

United Kingdom