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Tender

Charles Darwin Academy Trust - Catering Services

The Charles Darwin Academy trust

F02: Contract notice

Notice identifier: 2021/S 000-031185

Procurement identifier (OCID): ocids-h6vhtk-03003d

Published 15 December 2021, 9:43am

Section I: Contracting authority

I.1) Name and addresses

The Charles Darwin Academy trust

Jail Lane, Biggin Hill

Kent

TN16 3AU

Contact

Bill Campbell

Email

bcampbell@campbellcateringconsultancy.co.uk

Telephone

+44 7516044132

Country

United Kingdom

NUTS code

UKJ46 - West Kent

Internet address(es)

Main address

<https://www.cdarwin.com/>

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.cdarwin.com/>

Additional information can be obtained from another address:

Campbell Catering Consultancy

Kent

Contact

Bill Campbell

Email

bcampbell@campbellcateringconsultancy.co.uk

Telephone

+44 7516044132

Fax

+44 1767652123

Country

United Kingdom

NUTS code

UKJ46 - West Kent

Internet address(es)

Main address

<https://www.cdarwin.com/>

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

Charles Darwin Academy Trust - Catering Services

II.1.2) Main CPV code

- 55524000 - School catering services

II.1.3) Type of contract

Services

II.1.4) Short description

The Charles Darwin Academy Trust is inviting suitably qualified suppliers to provide catering services to its staff, students and pupil's at two locations in Biggin Hill, Kent.

Expressions of interest should be registered with Bill Campbell by Monday 20th December, All documentation will be issued by email, Instructions for completion will be detailed within the documents.

The Schools in scope are;

1. The Charles Darwin School is a warm and welcoming secondary school which forms a happy and inclusive community, comprising of 1340 students including a 6th form of 236. Situated close to the Biggin Hill Airfield.

The catering facilities are fully fitted with a single use dining area which also has a small café facility. A 'POD' service is also provided in the main outdoor area, the 6th form has a small 'Trolley' service. Some refurbishment of the kitchen and servery area may be needed. The payment policy is no cash payments and the school will require replacement of the current 'Cunningham's' cashless payment system.

2. Biggin Hill Primary school is part of the Charles Darwin Academy; a two form entry school set in beautiful grounds on the outskirts of the London Borough of Bromley. The school comprises of 402 pupils from YR to Y6 plus 29 pupils in their Pre School setting. The School kitchen is dated and will require some equipment upgrading.

The school ethos is built around our five core values which were developed by both the staff and children at the school. Our values: Positivity, Respect, Inclusivity, Discovery and Endeavour reflect the school's desire to take PRIDE in everything we do. Following these values is central to what we describe as the 'Biggin Hill Way'.

The Trust intends to let the contract as a single 'Lot' appointing one contractor for both locations.

II.1.5) Estimated total value

Value excluding VAT: £450,000

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

- UKJ46 - West Kent

Main site or place of performance

The Charles Darwin School - <https://www.cdarwin.com/>

Biggin Hill Primary School - <https://www.bigginhillprimary.com/>

II.2.4) Description of the procurement

The Charles Darwin Academy trust is seeking a suitably qualified partner to provide catering services to its pupils, students and staff, services at the secondary school will cover Breakfast, Break, Lunch and the Sixth Form.

The Primary Service will cover Breakfast and Lunch. The contract will be for an initial term of 3 years with an option for 2 further years by mutual consent.

This will be a restricted process in 2 stages with a list of supplier questions issued to all companies who have expressed an interest, for completion by 14th January 2022. A shortlist of companies will then be compiled to be invited to tender and view the facilities.

The timetable for the process is as follows;

Issue pre-qualification documents 15 -17th December 21

Christmas break Weds 22nd December - Mon 3rd Jan 22

Deadline for pre-qualification return Friday 14th January 22

Pre-qualification evaluation Wednesday 19th January 22

Contractors site and tender meeting Thursday 27th January 22

Spring Half Term 14th Feb - 18th Feb

Deadline for tender response Friday 25th February

Contract Start Monday 1st August

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: £450,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Possibility of a 2 year extension by mutual consent

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Options on 3 or 5 year term dependant on business model and investment proposals

II.2.12) Information about electronic catalogues

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

II.2.14) Additional information

The 2nd stage Tender document will be submitted with 1 hard copy to the school and electronically in PDF format via email to client and schools nominated advisor

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

Companies must have completed the SQ stage and meet the deadline dates.

Companies must be able to prove and demonstrate their ability to fulfil a catering contract in an education environment,

Demonstrating an understanding of the particular requirements both of, implementation and compliance of relevant legislation.

The contract will require financial and service guarantees with both the Secondary and Primary school facilities needing a level of investment, which will be at the discretion of the individual tendered business models and amortised over the term of the contract.

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

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Companies will be required to demonstrate their qualification and experience to provide catering services and how these will be applied to an education environment

III.2.2) Contract performance conditions

Contract performance will be measured by review of terms 'key performance indicators', based on;

Financial performance

Quality of food

Quality of service delivered both to client and customers

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-030918](#)

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

Date

20 December 2021

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: 12 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

The Charles Darwin Academy Trust

Jail Lane

Biggin Hill, Kent

TN16 3AU

Email

bcampbell@campbellcateringconsultancy.co.uk

Telephone

+44 7516044132

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Campbell Catering Consultancy

Biggin Hill

Email

bcampbell@campbellcateringconsultancy.co.uk

Telephone

+44 7516044132

Country

United Kingdom