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Tender

The Provision of Catering Services

Dumfries and Galloway College

F02: Contract notice

Notice identifier: 2022/S 000-031224

Procurement identifier (OCID): ocds-h6vhtk-037f2b

Published 4 November 2022, 12:59pm

Section I: Contracting authority

I.1) Name and addresses

Dumfries and Galloway College

Bankend Road

Dumfries

DG1 4FD

Contact

Angela Van Gelder

Email

avangelder@apuc-scot.ac.uk

Telephone

+44 07500051214

Fax

+44 1387734040

Country

United Kingdom

NUTS code

UKM92 - Dumfries & Galloway

Internet address(es)

Main address

www.dumgal.ac.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00448

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/>

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/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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 Provision of Catering Services

Reference number

2023-11-DGC11

II.1.2) Main CPV code

- 55520000 - Catering services

II.1.3) Type of contract

Services

II.1.4) Short description

The Provision of Catering Services including Main Refectory, Vending, Retail and Hospitality covering campuses in Dumfries and Stranraer.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 55520000 - Catering services

II.2.3) Place of performance

NUTS codes

- UKM92 - Dumfries & Galloway

Main site or place of performance

Dumfries and Galloway College - Dumfries and Stranraer Campuses

II.2.4) Description of the procurement

The requirement is to provide catering services at the Dumfries and Stranraer campuses as follows:

Dumfries:

Main Refectory, Coffee Shop, Retail Shop, 2 x Vending Outlets and Hospitality

Stranraer:

Main Refectory, 1 x Vending Outlet and Hospitality

II.2.5) Award criteria

Quality criterion - Name: Service Delivery - Pre-Opening Programme / Weighting: 5

Quality criterion - Name: Service Delivery - Statutory Compliance / Weighting: 7.5

Quality criterion - Name: Service Delivery - Operational Initiatives and Continuous Improvement / Weighting: 7.5

Quality criterion - Name: Service Delivery - Marketing Approach / Weighting: 5

Quality criterion - Name: Key Personnel / Weighting: 5

Quality criterion - Name: Responsible Procurement - Sustainability and Community Benefits / Weighting: 5.5

Quality criterion - Name: Responsible Procurement - Fair Work Practices / Weighting: 2

Quality criterion - Name: Cyber Security Risks / Weighting: 2.5

Quality criterion - Name: Business Continuity / Weighting: 2.5

Quality criterion - Name: Phase Out and Exit Strategy / Weighting: 2.5

Quality criterion - Name: Presentation / Weighting: 15

Price - Weighting: 40

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

Option to extend by 2 x 12 month periods.

II.2.10) Information about variants

Variants will be accepted: No

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

List and brief description of selection criteria

Insurance Requirements

Please complete “Insurance Requirements” in the Qualification Questionnaire in PCS-Tender.

It is a requirement that all Tenderers must have or commit to have the required insurance levels at commencement of the Agreement as indicated below and in PCS-T.

Question 4B.5.1.b Employers Liability – 5,000,000 GBP

Question 4B.5.2 Other Insurances

Public Liability – 10,000,000 GBP

Product Liability - 5,000,000 GBP

A copy of the Insurance Certificate or Brokers Letter must be provided prior to award to demonstrate that the Insurance requirements can be met.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested, prior to award.

All Insurance requirements are minimum standards and are mandatory. A fail will result in elimination of the procurement exercise.

Financial Accounts

Please complete “Economic and Financial Standing” in the Qualification Questionnaire in PCS-Tender.

Question 4B.6. Please complete the questions on financial accounts and supporting information on the SPD. The Successful Tenderer will be required to provide two years of audited accounts or equivalent prior to award to the Agreement. Alternatively, if you are unable to provide the required accounting information – e.g. a new business without the required accounts, please provide a banker’s letter demonstrating their willingness to support your organisation over the term of the Contract.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested, prior to award.

This information will be used to assess the Tenderer's economic and financial standing and is deemed a minimum standard and is mandatory. A fail will result in elimination from the procurement exercise.

Minimum level(s) of standards possibly required

Insurance Requirements

Pass = The Tenderer has the relevant Insurance in place with evidence of an Insurance Certificate or the Tenderer has committed to obtaining the required insurance with evidence of a brokers letter.

Fail = The Tenderer does not have the relevant insurance requirements in place and cannot commit to obtaining the relevant insurance OR the Tenderer has stated they have the relevant insurance in place or can obtain it but is unable to provide evidence to demonstrate this.

Financial Accounts

Pass = The Tenderer has provided all financial accounts or banker's letter and supporting information requirements outlined in PCS-Tender and has demonstrated satisfactory economic and financial standing.

Fail = The Tenderer has not provided the required financial accounts and supporting information or has provided the information but has not demonstrated satisfactory economic and financial standing.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Previous Relevant Experience

Please complete "Technical or Professional Ability" question in the Qualification Questionnaire in PCS-Tender.

Question 4C.1.2

Bidders will be required to provide 2 examples in the last 3 years that demonstrate that they have relevant experience to deliver the services as described.

Prompt Payment in the Supply Chain

Please complete “Technical or Professional Ability” question in the Qualification Questionnaire in PCS-Tender.

Question 4C.4

Please provide a statement of the relevant supply chain management and/or tracking systems use as requested below:

Tenderers must confirm prior to award that they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have systems in place to pay contractors through the supply chain promptly and effectively and provide evidence when requested of:

a) their standard payment terms

b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If the tenderer is unable to confirm (b) they must provide an improvement plan signed by their director which improves payment performance.

Use of Sub-Contractors

Please complete “Technical or Professional Ability” question in the Qualification Questionnaire in PCS-Tender.

This question is for information only however it is mandatory that you provide a response.

Question 4C.10

Please provide details of the proportion (i.e. percentage) of the contract that you intend to sub-contract.

Tenderers are required to confirm whether they intend to sub-contract or not and, if so, for what proportion of the contract.

Minimum level(s) of standards possibly required

Previous Relevant Experience

Pass = The Tenderer provided 2 examples of relevant experience in the last three years.

Fail = The Tenderer has not provided 2 examples of relevant experience in the last three years or the Tenderer has responded to the request but the examples provided are not relevant.

Prompt Payment in the Supply Chain

Pass = Tenderer has confirmed that they have access to the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain and will be in a position to provide evidence when requested of a) their standard payment terms and b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year. If unable to confirm, an improvement plan signed by their director which improves payment performance is provided.

Fail = Tenderer has been unable to confirm a) above and has not provided b) above, when requested.

Use of Sub-Contractors

Pass = Tenderer has confirmed whether it intends to subcontract or not and if so, details of proportion of contract sub-contracted are provided.

Fail = Tenderer has failed to answer the question.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As set out in the Invitation to Tender and Terms and Conditions

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

16 December 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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

16 December 2022

Local time

12:00pm

Place

Tenders shall be opened electronically via PCS-Tender.

Information about authorised persons and opening procedure

Tenders shall be opened electronically via PCS-Tender.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: At end of contract either 36, 48 or 60 months.

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Tenderers must submit the following forms with their tender submission:

Appendix A - Form of Tender

Appendix B - Freedom of Information (where applicable)

Appendix D - Sustain Supply Chain Code of Conduct

Appendix F - GDPR Contractor Assessment Form

Appendix G - Declaration of Non-Involvement in Serious Organised Crime

Appendix H - Declaration of Non-Involvement in Human Trafficking & Labour Exploitation

Appendix I - SCM RP Section 1

A site visit shall take place at the Dumfries Campus on Friday, 18th November at 11am. Tenderers shall confirm their attendance through the messaging portal on PCS-T. Please provide the name, role and a contact number for those attending. A site visit to Stranraer is available on request.

APUC Ltd is facilitating the tender process on behalf of the College.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22174. For more information see:

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

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The Contractor will work with the College to deliver Community Benefits or Social Value where they are identifiable throughout the term of the Contract. Examples of Community Benefits or Social Value are providing training opportunities to Staff and Students via placements or internships, apprenticeships or any sponsoring and investment in the local community related to the Contract activity.

Bidders will make proposals around these as part of their tender submission and once agreed by the College, will become a contractual obligation for the Contractor.

(SC Ref:711321)

VI.4) Procedures for review

VI.4.1) Review body

Dumfries Sheriff Court

Buccleuch Street

Dumfries

DG1 2AN

Telephone

+44 1387262334

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/dumfries-sheriff-court-and-justice-of-the-peace-court>