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Tender

## **Provision of Catering Services**

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-031252

Procurement identifier (OCID): ocds-h6vhtk-02df7b

Published 15 December 2021, 2:15pm

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

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

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

#### **Contact**

Lucy Wright

#### **Email**

[lucy.wright@gov.scot](mailto:lucy.wright@gov.scot)

#### **Telephone**

+44 1312447098

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.scotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**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/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

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

Ministry or any other national or federal authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Provision of Catering Services

Reference number

CASE/558665

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

- 55500000 - Canteen and catering services

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

Services

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

Provision of staff restaurant services, coffee shops, hospitality and events for strategic Scottish Government buildings in the Central Belt and Aberdeen, and agency buildings which use the Scottish Government Facilities Services.

The Service Provider shall promote healthy eating and encourage both a reduction in salt, sugar and fat, and an increase in foods high in dietary fibre. Low sugar and decaffeinated beverages shall also be available.

The scope of services is subject to change in terms of the level of service over the life of the contract.

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

Value excluding VAT: £6,000,000

### **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
- 55500000 - Canteen and catering services
- 50883000 - Repair and maintenance services of catering equipment
- 55523000 - Catering services for other enterprises or other institutions
- 55510000 - Canteen services
- 55512000 - Canteen management services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Multiple locations across the Scottish Central Belt and Aberdeen. Locations may change throughout the life of the contract.

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

Provision of staff restaurant services, coffee shops, hospitality and events for strategic Scottish Government buildings in the Central Belt and Aberdeen, and agency buildings which use the Scottish Government Facilities Services.

The Service Provider shall promote healthy eating and encourage both a reduction in salt, sugar and fat, and an increase in foods high in dietary fibre. Low sugar and decaffeinated beverages shall also be available.

The scope of services is subject to change in terms of the level of service over the life of the contract.

### **II.2.5) Award criteria**

Quality criterion - Name: Food Service Standards / Weighting: 35%

Quality criterion - Name: Marketing / Weighting: 3%

Quality criterion - Name: Staffing & Service Delivery / Weighting: 15%

Quality criterion - Name: Hygiene, Health & Safety / Weighting: 15%

Quality criterion - Name: Facilities & Equipment / Weighting: 5%

Quality criterion - Name: Management / Weighting: 10%

Quality criterion - Name: Contract Mobilisation & BCDR / Weighting: 2%

Quality criterion - Name: Sustainability, Climate Emergency & Community Benefits / Weighting: 10%

Quality criterion - Name: Fair Work First / Weighting: 5%

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £6,000,000

#### **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

The contract will have the option to be extended for an additional 3 x 12 month periods

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

Variants will be accepted: No

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

Options: Yes

## Description of options

The Scottish Government is pricing two (2) separate options, one (1) for a full service and one (1) for a reduced service. Tenderers will also be required to provide a price for delivering a carbon neutral catering contract. Only the price for the full service option will be used for the purposes of price analysis.

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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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

N/A

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

List and brief description of selection criteria

Bidders will be required to provide their "general" yearly turnover for the last 3 years

Bidders will be required to state the value for their Current Ratio for the previous financial year

Bidders will be required to confirm they have the required levels of insurance cover specified below

Minimum level(s) of standards possibly required

"General" yearly turnover

Bidders will be required to have a minimum "general" yearly turnover of 2 million GBP for

the last 3 years.

#### Current ratio

Bidders must have a minimum current ratio of 0.9.

The current ratio shall be calculated as current assets/current liabilities and shall be based on the organisation's most recently audited accounts

#### Insurance Cover

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance in accordance with any legal obligation at the time being in force

Public Liability Insurance = 2 million GBP

Product Liability Insurance = 5 million GBP

If the tenderer (or any consortia or reliance partner) does not meet the requirements in relation to the turnover or the current ratio then the audited financial accounts of the tenderer (or consortia or reliance partner) will be used to conduct an assessment of the risk of business failure.

In the event that the tenderer does not meet the financial criteria for consideration but has a parent company that does, the tenderer may still be eligible for consideration where their tender submission is supported by a Parent Company Guarantee. Where the bidder does not have a Parent Company some other form of assurance such as a performance bond may be acceptable.

If the tenderer (or any consortia or reliance partner) does not pass the above assessment and is unable to provide a Parent Company Guarantee or some other form of assurance, this will result in a fail and the bidder may be excluded.

Bidders may elect to provide their audited financial accounts for the last three financial years. There must be no qualification or contra-indication from any evidence provided in support of the tenderer's economic and financial standing.

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

List and brief description of selection criteria

#### 4C.1.2

For public supply and public service contracts only, bidders will be required to provide relevant examples of supplies and/or services carried out during the last three years. (Examples from both public and/or private sector customers and clients may be provided)

#### 4D.1 and 4D.2

Please refer to the 'SPD 4D.1 and 4D.2 Minimum Requirements' document available in the attachment area of the project in PCS-T

Minimum level(s) of standards possibly required

For question 4C.1.2:

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

For question 4D.1 and 4D.2

Please refer to the 'SPD 4D.1 and 4D.2 Minimum Requirements' document available in the attachment area of the project in PCS-T

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

#### **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

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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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-022540](#)

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

Date

11 February 2022

Local time

5:00pm

### **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: 6 (from the date stated for receipt of tender)

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

Date

11 February 2022

Local time

5:00pm

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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: Yes it is likely that a future procurement will be undertaken to replace this contract when it expires.

### **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**

Site Photographs and Tenderer Briefing Meeting

In order to assist bidders in the preparation of their tender submissions, bidders will be issued with a number of photographs of each catering facility, copies of which must be deleted at the end of the tender process. The photographs shall be made available prior to the Tenderer Briefing Meeting referenced below.

A virtual Tenderer Briefing Meeting will be held on either Tuesday 11 January or Wednesday 12 January 2022 (date and time still to be confirmed) via Microsoft Teams and will be open to all prospective bidders. If you wish to attend the Tenderer Briefing Meeting please confirm your attendance via the PCS-T messaging function by no later than Friday 7 January 2022 and you will be sent a Teams meeting invite.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20295. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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 Service Provider will be expected to deliver the community benefits detailed in their tender submission.

Community benefits may include:

Apprenticeships and recruitment from the community

School and community group engagement activities

Provision of food to food banks and other charities

Financial support for community groups and charities

Recycling activities

(SC Ref:674930)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom