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Tender

## **Cashless Catering & Nutritional Analysis System Upgrade including Support & Maintenance**

Inverclyde Council

F02: Contract notice

Notice identifier: 2023/S 000-031818

Procurement identifier (OCID): ocids-h6vhtk-040fbb

Published 27 October 2023, 2:39pm

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

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

Inverclyde Council

Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

#### **Contact**

Procurement Team

#### **Email**

[procurement@inverclyde.gov.uk](mailto:procurement@inverclyde.gov.uk)

#### **Telephone**

+44 1475712634

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00168](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168)

**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>

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

Regional or local 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**

Cashless Catering & Nutritional Analysis System Upgrade including Support & Maintenance

Reference number

CP0507/EDU

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

- 55512000 - Canteen management services

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

Services

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

Inverclyde Council's Secondary Schools Cashless Catering Equipment and Software have been in place for over 20 years, the hardware and revaluation units are now beyond their use. Inverclyde Council are seeking a suitably qualified supplier to upgrade the Equipment and Software including a Nutritional Analysis system and provide ongoing support and maintenance.

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Inverclyde Council's Secondary Schools Cashless Catering Equipment and Software have been in place for over 20 years, the hardware and revaluation units are now beyond

their use. Inverclyde Council are seeking a suitably qualified supplier to upgrade the Equipment and Software including a Nutritional Analysis system and provide ongoing support and maintenance.

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

Quality criterion - Name: Desirable Elements / Weighting: 5%

Quality criterion - Name: Method Statement 1 - Implementation / Weighting: 13%

Quality criterion - Name: Method Statement 2 - Support and Maintenance / Weighting: 7%

Quality criterion - Name: Method Statement 3 - Contract Management / Weighting: 4%

Quality criterion - Name: Method Statement 4 - Exit Plan / Weighting: 1%

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

Quality criterion - Name: Social Value Outcome Menu / Weighting: 3%

Quality criterion - Name: Social Value Supporting Methodology / Weighting: 2%

Price - Weighting: 60%

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

Start date

3 January 2024

End date

31 March 2029

This contract is subject to renewal

Yes

Description of renewals

The Implementation Period will be from the Contract Award Date until the 31st March 2024.

Thereafter, the contract period for support and maintenance will run from 1st April 2024 to 31st March 2029, five years. With the option to extend for a further two years from 1st

April 2029 to 31st March 2031 with a further option to extend for one year from 1st April 2031 to 31st March 2032.

**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

**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.1.2) Economic and financial standing**

List and brief description of selection criteria

Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet Assessment. In order to be considered, applicants must achieve one of the following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 24 months of the date of the financial check).

OR

(b) Where the tenderers Dun & Bradstreet risk indicator is 2 or better, the annual contract value should also be less than 75% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 24 months of the date of the financial check).

APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANTS RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B CHECK.

You must provide your average yearly turnover for the last 2 years.

Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submissions of full audited accounts, please provide an explanation on why you are exempt in response to this question.

If you have responded that you are exempt from submitting full audited accounts, please confirm that you will be prepared to submit alternative information and documentation on your financial position should this be required at any point. This information could be required at selection or in the event that the bidder is identified as the preferred bidder.

Minimum level(s) of standards possibly required

4B.5.1a/4B.5.1b/4B.5.2 The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's (Compulsory) Liability: 5M GBP minimum

Public Liability: 5M GBP Minimum

Professional Risk Indemnity: 2M GBP Minimum

Data Protection/Cyber Risk Insurance: 100K GBP Minimum

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

List and brief description of selection criteria

4C.1.2 Bidders will be required to provide two (2) examples of similar Cashless Catering & Nutritional Analysis System Upgrade including Support & Maintenance contracts within the last five (5) years that demonstrate that they have the relevant experience to deliver this contract in a public sector setting.

Minimum level(s) of standards possibly required

4C.10 Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

### **4D.1 QUALITY MANAGEMENT PROCEDURES**

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent), OR hold the information contained in the supplier attachment area in PCS-T (file name "Evaluation & Award Criteria (Part IV: A)")

### **4D.1 HEALTH & SAFETY**

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum OR hold the information contained in the supplier attachment area in PCS-T (file name "Contract Notice Additional Information")

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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

27 November 2023

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

27 November 2023

Local time

12:00pm



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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) 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.

Tenderers will be required to return with their submission a completed Data Protection Certificate, FOI Certificate, No Collusion Certification, S1 Equalities Questionnaire, S2 Equalities Declaration, Prompt Payment Certificate and Tender Declaration Certificate.

It will also be a condition of contract that Tenderers comply with Inverclyde Council's Cashless Catering and Nutritional Analysis Terms and Conditions, Special Conditions of Contract, Specification (including compliance with ISO 27001;27002;27017;27018;22301) & Contract Information for Tenderers.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24910. 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:

Social Values form part of the technical evaluation criteria. 30 Social Value Points would be the Council's expectation over the lifetime of the contract including the extension periods. It will be a contractual requirement that the successful tenderer deliver the Community Benefits offered during the contract period.

(SC Ref:746059)

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

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

Greenock Sheriff Court and Justice of the Peace Court

Sheriff Court House, 1 Nelson Street

Greenock

PA15 1TR

Country

United Kingdom