

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/033913-2023>

Tender

## **Holy Trinity School ~ Catering Tender**

Holy Trinity School

F02: Contract notice

Notice identifier: 2023/S 000-033913

Procurement identifier (OCID): ocds-h6vhtk-041a60

Published 16 November 2023, 12:05pm

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

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

Holy Trinity School

Birmingham Road, Kidderminster

Worcestershire

DY10 2BY

#### **Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

#### **Telephone**

+44 1276673880

#### **Country**

United Kingdom

#### **Region code**

UKG12 - Worcestershire

**Internet address(es)**

Main address

<https://www.htsfreeschool.co.uk/>

**I.3) Communication**

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

<https://litmustms.co.uk/respond/48H24H4FEP>

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

---

**Section II: Object**

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

**II.1.1) Title**

Holy Trinity School ~ Catering Tender

**II.1.2) Main CPV code**

- 55524000 - School catering services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

The successful Supplier will be required to provide Catering services for Holy Trinity School.

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

Value excluding VAT: £900,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKG12 - Worcestershire

Main site or place of performance

Worcestershire

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

In September 2014, Holy Trinity became a Free School. A Free School in England is an independent, state-funded school which is free to attend but which is not controlled by the Local Authority. The school is governed by the Holy Trinity Academy Trust, a non-profit charitable trust that signed a funding agreement with the Secretary of State.

The school has a wide range of facilities, which help to support a broad and balanced curriculum, shared by both primary and secondary pupils. Being housed on one site ensures continuity of education and eases transition from primary to secondary education and transition through to Sixth Form.

Holy Trinity is unique because it has the following features:

- An all-age co-educational school, on the same site. Children who enter at age 4 will be able to continue, if they and their parents wish, until their school education ends at age 18.
- Separate but cohesive primary, secondary and sixth form sections.

The contract covers the scope for the provision of all catering services within the School, including hospitality and free issue requirements. There are currently circa 756 pupils,

including 35 in Sixth form and currently 152 pupils are eligible for UiFSM and 129 for Free School Meals.

There is indoor seating in the main dining area, with an ancillary outdoor area for around 50 pupils in our quadrant.

The contract will commence on 1 August 2024 for an initial period of three years, ending on 31 July 2027, with the opportunity to extend for a further period of two years at the discretion of the governing body.

The contract is offered on a 'guaranteed performance' basis. Currently Cash Meal Deals are at a maximum of £2.60, with Free School Meals charged on consumption at margin. Hospitality and free issues are also recharged on consumption but at "net" food cost only.

It is appreciated that a level of investment may be identified as a requirement of your bid, and therefore bidders are encouraged to provide detailed information of any equipment felt necessary. Bidders must provide the equipment make, model and cost and a justification of how this equipment will assist in fulfilling the proposal and potential of the service. All investment suggested must be fully justified within the Service Development and Finance sections of your Bidder Response. The level of investment provided will be at the School's discretion, subject to the method of obtaining the investment for the required equipment.

Please see SQ document for more information.

#### **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: £900,000

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

Start date

1 August 2024

End date

31 July 2029

This contract is subject to renewal

No

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

**II.2.10) Information about variants**

Variants will be accepted: Yes

**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**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

---

## **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: Yes

### **IV.2) Administrative information**

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

Date

12 January 2024

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

19 February 2024

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

English

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

It will be the supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this contract notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://litmustms.co.uk/tenders/UK-UK-Worcestershire:-School-catering-services./48H24H4FEP>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/48H24H4FEP>

GO Reference: GO-20231116-PRO-24417420

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

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

Holy Trinity School

Birmingham Road, Kidderminster

Worcestershire

DY10 2BY

Country

United Kingdom