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Tender

Framework Agreement For the supply and distribution of Dry, Chilled and Frozen Food

Portsmouth City Council

F02: Contract notice

Notice identifier: 2023/S 000-035503

Procurement identifier (OCID): ocids-h6vhtk-042109

Published 1 December 2023, 1:43pm

Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

Region code

UKJ31 - Portsmouth

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

I.3) Communication

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

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

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://in-tendhost.co.uk/portsmouthcc.aspx/home>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Framework Agreement For the supply and distribution of Dry, Chilled and Frozen Food

II.1.2) Main CPV code

- 15000000 - Food, beverages, tobacco and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

Portsmouth City Council ('the council') is inviting tenders from suitably qualified suppliers for the supply and distribution of dry, chilled, and frozen food to Adult Social Care sites in the Portsmouth Area as required.

The council are seeking to establish a Framework of two Suppliers in order to satisfy the council's best value duties. Suppliers will have the ability to update their framework prices on a monthly basis. Call-offs contracts (resulting in the ordering of goods) will be awarded following a process where the prices of goods to be supplied are compared across the two framework suppliers and the contract awarded to the supplier with the lowest total value.

The estimated value of the framework is IRO £145,000 per annum, and IRO £580,000 over the total four-year term.

The framework value is expected to remain in the region of the figure stated above however it may increase or decrease throughout the framework term subject to any known or unknown changes to budget allocation, negotiations regarding inflationary increases, variation of services, or addition of further associated services in order to meet changes in demand or delivery.

An accurate forecast cannot be made regarding the level of further funding, if any, that may become available, but it is not expected to amount to an increase of more than approximately 50% over the Framework's lifetime and would therefore initially offer an approximate figure of £217,500 per annum, £870,000 over the four-year term.

The procurement timetable:

- Contract notice published on FTS - 1st December 2023
- Tender documents on In-tend - 1st December 2023
- Deadline for clarification - 29th December 2023 at 23:59
- Tender return deadline - 12th January 2024 at 12:00
- Notification of Award - 2nd February 2024
- Standstill period - 3rd - 12th February 2024
- Contract award - 13th February 2024
- Start of contract - 1st April 2024

Submission of tenders must be made via the Council's e-sourcing system InTend, which is accessible via: <https://intendhost.co.uk/portsmouthcc.aspx/home>.

The system will be used to administrate the procurement process in its entirety, guidance documentation is available via the link above.

II.1.5) Estimated total value

Value excluding VAT: £870,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 15100000 - Animal products, meat and meat products
- 15200000 - Prepared and preserved fish
- 15300000 - Fruit, vegetables and related products
- 15400000 - Animal or vegetable oils and fats
- 15500000 - Dairy products
- 15600000 - Grain mill products, starches and starch products

- 15800000 - Miscellaneous food products

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

Portsmouth City Council spends approximately £145,000 per annum for the provision of dry, chilled, and frozen foods where goods are delivered as and when required to Adult Social Care sites.

Source of referrals will include but is not limited to, the supply and distribution to the following sites:

- Residential or Nursing, including Harry Sotnick House, Russets and Shearwater
- Day Services, including The Royal Albert Day Centre and SensePlus Portsmouth
- Other Adult Services include Short Stay, Respite, Rehabilitation for the Elderly
- The potential opportunity to deliver goods to other directorates across the Council including museums and other Council operated sites (currently these sites are covered by another contract).

Orders and deliveries:

The Service will be available between Monday to Sunday for ordering and deliveries throughout the year. Deliveries to Adult Social Care sites are required once a week for some units, and multiple times for others. Care Homes are in operation 24 hours per day, 365 days per year. The timing of deliveries must coincide with normal working hours unless otherwise agreed with the Council.

Framework operation & mini-competition process:

In order to satisfy the council's best value duties and recognising the need for Contractors to increase and decrease the price of goods in accordance with market fluctuations, the Contractor shall, by the 15th day of each month during the Framework Period, provide the Council with updated Framework Agreement Prices by using the Pricing Spreadsheet provided, which will include updated prices for their Services for the next Service Period (i.e., 1st - 31st). The Council shall, upon receipt of updated Framework Agreement Prices from the Contractors, use the updated Framework Agreement Prices when conducting mini-competitions for Call-Off Contracts for the next Service Period.

When placing an Order the Council will conduct a mini competition which will be evaluated 100% based on the Call-Off Contract Price of the Order, based on the Framework Agreement for the relevant Service Period. The call-off contract for the Order being placed will be awarded to the supplier/ contractor with the lowest total price (Call-Off Contract Price) for the goods being ordered. Should the Call-Off Contract Price fail to meet an individual Contractor's minimum threshold for Orders then their Framework Agreement Prices will automatically be considered void for that Order.

Following an evaluation by the Council for the Order, the Council will use the Contractor's online portal in order to submit the Order. Once the Order has been submitted this will constitute a Call-Off Contract for the purpose of this Framework Agreement.

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: £870,000

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

Duration in months

48

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

Whilst it is the intention of this tender to establish a two-supplier framework, in the event that only one compliant bid is received the council reserves the right to proceed with establishing the framework on a single supplier basis.

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

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 2

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

Date

10 January 2024

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

10 January 2024

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 4 years

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WCA 2LL

Telephone

+44 2079476000

Country

United Kingdom

Internet address

<https://www.justice.gov.uk/>