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Tender

## **The Circle Trust - Catering Tender**

The Circle Trust

F02: Contract notice

Notice identifier: 2024/S 000-037089

Procurement identifier (OCID): ocds-h6vhtk-04b709

Published 15 November 2024, 4:05pm

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

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

The Circle Trust

The Oval Offices c/o St Crispin's School, London Road

Wokingham

RG40 1SS

#### **Contact**

Rachel OGrady

#### **Email**

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

#### **Telephone**

+44 7887915213

#### **Country**

United Kingdom

**Region code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

<https://thecircletrust.co.uk>

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Wokingham:-School-catering-services./355J96W4XR>

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

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## **Section II: Object**

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

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

The Circle Trust - 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 contract requires excellent catering services to be delivered to all schools within The Circle Trust (8 primary and 2 secondary schools at present) - based in Wokingham

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

Value excluding VAT: £6,141,755

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

This contract is divided into lots: No

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

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

NUTS codes

- UKJ11 - Berkshire

Main site or place of performance

Berkshire

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

The Circle Trust is an educational charity, that exists to do one thing, to promote education for the public benefit. We are a community of schools that have shared values and an essential common ethos and vision for education and learning.

We seek a catering contractor who will work in partnership with us and who will mirror our highest standards.

More information with regards to Circle Trust can be obtained here:

<https://thecircletrust.co.uk/>

Our Schools: 1.Badgemore Primary School. 2.Emmbrook Infant School. 3.Emmbrook Junior School. 4.Nine Mile Ride Primary School. 5.Shinfield Infant and Nursery School. 6.St Crispin's Secondary School. 7.The Emmbrook School (Secondary). 8.Wescott Infant School. 9.Westende Junior School. 10.The Hawthorns Primary School

All 10 schools listed above (two secondary and 8 primary schools) - are participating in this tender. Please note this is a growing Trust where one additional schools may join during this tender process. Please note that any other schools not listed above that may join the Trust during the tenure of this new catering contract may, at the Trust's discretion, be added to this contract.

Tender information:

The successful tenderer will be required to provide excellent catering services to the Schools. The contract term being tendered is for three years 1st September 2025 – 31st August 2028. There is an option for a further extension period for up to two additional years to 31st August 2030. (Please note that Emmbrook Infant School, Emmbrook Junior School and The Hawthorns Primary School will commence their new contract one month earlier on 1st August 2025) The contract offers an excellent opportunity to review and propose enhancements to the current catering services at all of the Schools within the Trust. This includes but is not limited to; breakfast, morning break, lunchtime and after school services, over the academic year of 190 days. The Trust is keen to secure one provider to deliver catering services to all schools. The Trust requires continuity of excellence in both service delivery and management across all schools, with the bespoke requirements of each unique school taken into account and accommodated in the offer. The Trust is keen to secure a high quality catering service including fresh locally sourced ingredients prepared on site, with a menu design that is flexible to suit the requirements of each of the school's specific students. The Trust is proud of it's 'family ethos' and expects both a tightly managed service and a management style delivered by the successful contractor that supports, encourages and develops the catering staff. The Trust is not obliged to accept the lowest price submitted for this tender, rather the school is keen to secure 'best value' from this contract and to deliver 'best value' to it's students. Innovative and creative ideas as to how the services can be developed and value added, will be welcomed. The Trust seeks a contractor that is keen to work in partnership and who will deliver to it's highest abilities, at all times

The value of this contract is £6,141,755. The contract shall be a guaranteed performance contract with any hospitality requirements billed separately

Additional requirements and information:

- The Trust has a minimum requirement for a contractor's employers' liability and public liability insurance of £5 million
- The minimum annual turnover that your company must have achieved to be considered for this opportunity is £1 million
- There are not any incumbent catering staff currently within the Local Government Pension Scheme at the schools
- The catering services are currently provided by: The School Lunch Company for Badgemore Primary School, Dolce for Emmbrook Infant School, Emmbrook Junior School and The Hawthorns Primary School, Aspens for all other schools

**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: £6,141,755

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

Start date

1 September 2025

End date

31 August 2030

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:

Only candidates that meet the minimum selection criteria will progress to tender stage. A minimum of 5 candidates (or less, in the event less than 5 meet the minimum criteria) and a maximum of 10 candidates, will progress.

#### **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

#### **II.2.14) Additional information**

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/355J96W4XR>

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### **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

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## **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

20 December 2024

Local time

12:00pm

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

14 February 2025

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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.

The contracting authority reserves the right not to appoint as a result of this tender process and/ or to cancel this tender process at any time. Please note this is a growing Trust and any other schools that may join the Trust during the tenure of this new catering contract may, at the Trust's discretion, be added to this contract.

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

<https://www.delta-esourcing.com/tenders/UK-UK-Wokingham:-School-catering-services./355J96W4XR>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/355J96W4XR>

GO Reference: GO-20241115-PRO-28539815

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

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

The Circle Trust

The Oval Offices c/o St Crispin's School, London Road

Wokingham

RG40 1SS

Country

United Kingdom

