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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

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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

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

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>

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

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

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>

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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

