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Tender

## **Cashless Catering and Online Payment Solution**

Aberdeenshire Council

F02: Contract notice

Notice identifier: 2023/S 000-037736

Procurement identifier (OCID): ocids-h6vhtk-042950

Published 21 December 2023, 4:01pm

The closing date and time has been changed to:

**31 January 2024, 5:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

### **Contact**

Angela Cook

### **Email**

[cpssprocurement@aberdeencity.gov.uk](mailto:cpssprocurement@aberdeencity.gov.uk)

**Telephone**

+44 1467530600

**Country**

United Kingdom

**NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00232](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**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 and Online Payment Solution

Reference number

000-DHKP4388

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

- 72000000 - IT services: consulting, software development, Internet and support

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

Services

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

The aim of this tender is to procure a Cashless Catering and Online Payment Solution in accordance with the Statement of Requirements, for use by School Catering and Education and Children's Services (ECS). Aberdeenshire Council currently has two separate contracts in place for a cashless catering and online payment solution that are nearing expiry.

The Catering Service must ensure it has an appropriate solution in place that will continue to provide a front of house service and also to generate the accurate critical data that is required to run reports for data analysis that will help the Service to continue to operate efficiently. There is also a desire to push more payments online to stop the need for cash handling that is presently undertaken by staff and reduce the associated risks with those processes.

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

Value excluding VAT: £675,000

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

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 48000000 - Software package and information systems
- 48100000 - Industry specific software package
- 48110000 - Point of sale (POS) software package

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeenshire

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

The aim of this tender is to procure a Cashless Catering and Online Payment Solution in accordance with the Statement of Requirements, for use by School Catering and Education and Children's Services (ECS). Aberdeenshire Council currently has two separate contracts in place for a cashless catering and online payment solution that are nearing expiry.

Together these systems should enable:

Parents to pay for their child's school meals online.

Provides visibility for parents on meal orders.

Enables pupils to top up their balance in schools.

Allows staff, pupils, and visitors to pay for catering in schools.

Allows primary school pupils to order in the classroom with the teacher.

Facilitate the online payment for school supplies/trips etc.

Facilitate multi-basket payments.

Continues to facilitate cash transactions where necessary.

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

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

### **II.2.6) Estimated value**

Value excluding VAT: £675,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Council shall have the sole option of extending the contract for a further period (or periods) of up to two (2) years

### **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**

If any mandatory (Must-Have) requirements cannot be met, the supplier should not proceed with the tender. Should a supplier continue with their bid without meeting all mandatory

requirements, the Council reserves the right to disqualify on the basis of non-compliance.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As per ITT documentation

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employers liability - statutory minimum 5 million GBP, each and every claim and in the aggregate

Public and products liability - minimum 5 million GBP, each and every claim and in the aggregate

Professional indemnity - minimum 1 million GBP in respect of any one claim and in the aggregate

Minimum level(s) of standards possibly required

The Council will use Creditsafe to assist in its determination of the organisations financial status and risk. Where the credit score reflects moderate (30-50) or high risk (21-29) the Council shall seek further financial information required to satisfy the suitability of the Tenderer to undertake a contract of this size, the Council reserves the right to disqualify the Tenderer should they be unable to satisfy this requirement.

Tenderers will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract. Sub-Contractors will also be required to complete an SPD as detailed in Public Contract Scotland Portal.

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

List and brief description of selection criteria

Tenderers will be required to provide 3 examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in the Procurement Documents and SPD (Scotland).

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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**

Originally published as:

Date

26 January 2024

Local time

12:00pm

Changed to:

Date

31 January 2024

Local time

5:00pm

See the [change notice](#).

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

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

26 January 2024

Local time

12:00pm

Information about authorised persons and opening procedure

The tender documents will be opened in accordance with the procedures under the Council's Scheme of Governance



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## **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**

1. The Council currently has two separate contracts for online school payments and cashless catering systems provided by CRB Cunninghams.

The current contracts for these services will expire on 30th March 2024, however there may be a requirement for a short term extension to allow for sufficient time to fully implement any new solution.

#### **2. Hosted and On-premise Solution**

The Council's preference is for a fully hosted solution as detailed in the Statement of Requirements, however should pricing be offered for an On Premises system and Solution, which may result in additional configuration costs for the Council, examples include: additional software; hardware, additional server space costs. The Council reserves the right to add any additional costs which it identifies will be required to configure and operate the particular Solution and System. The Council will clarify the proposed additional costs with the Tenderer providing the system or solution and this cost will be added to the Pricing Schedule value and used for the purpose of evaluation of Tender Submissions.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=753939](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=753939).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the

electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:753939)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=753939](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=753939)

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

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

Aberdeen Sherriff Court

Union Street

Aberdeen

Country

United Kingdom