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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

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

I.3) Communication

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

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

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

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.

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).

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

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.

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.

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

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sherriff Court

Union Street

Aberdeen

Country

United Kingdom