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Tender

Chichester Free School & Warden Park Secondary Academy Catering Tender

Chichester Free School

F02: Contract notice

Notice identifier: 2024/S 000-038377

Procurement identifier (OCID): ocids-h6vhtk-04c09d

Published 28 November 2024, 8:45am

Section I: Contracting authority

I.1) Name and addresses

Chichester Free School

Hunston Road

Chichester

PO20 1NP

Contact

Gayle Austin-Hogg

Email

Gaustin-hogg@chichesterfreeschool.org.uk

Telephone

+44 1243792690

Country

United Kingdom

NUTS code

UKJ27 - West Sussex (South West)

Internet address(es)

Main address

www.rmandcconsultants.co.uk

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA9341

I.3) Communication

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

www.mytenders.co.uk

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

Chichester Free School & Warden Park Secondary Academy Catering Tender

Reference number

RM&C/2024/CFS&WPSA/454

II.1.2) Main CPV code

- 55524000 - School catering services

II.1.3) Type of contract

Services

II.1.4) Short description

Chichester Free School and Warden Park Secondary Academy are putting their catering contracts out to tender with a contract start date of 1st August 2025.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Warden Park Secondary Academy

Lot No

2

II.2.2) Additional CPV code(s)

- 55524000 - School catering services

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

Main site or place of performance

Warden Park Secondary Academy, Broad Street, Cuckfield, West Sussex, RH17 5DP

II.2.4) Description of the procurement

Pupil Numbers: - by year group

Year 7 311

Year 8 310

Year 9 325

Year 10 299

Year 11 296

Sixth Form N/A

Total 1,541

Pricings/Sales

Meal Deal Price No Meal Deal currently

FSM Entitled: 172 / Uptake: TBC / Value: 2.50 GBP

Pupil Paid Meal Value: 2.50 GBP for a main meal

Staff Duty Meal Entitled: TBC / Uptake: TBC / Value: 3.50 GBP

Staff Cash Meals No of Staff: 236 / Value: Any menu charge plus vat

Sales over 12 months – 2023-24

FSM Sales 41,836 GBP

Pupil Paid Meal Sales Break: 169,000 GBP

Lunch: 313,426 GBP

Staff Duty Meal Sales 12,945 GBP

Staff Cash Sales 14,949 GBP

Hospitality Sales TBC

Service Times

Break: 11:05

Lunch: 1st 12:30 – 13:00 / 2nd 13:30 – 14:00

Current catering service managed in house

Other Information

190 trading days

Circa 16 staff – many long serving

Delivered service to a Primary School – 250 meals daily

Main site has three service points including an external kiosk

Communication with the school will be important

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Renewal possible after three years subject to satisfactory performance.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

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) Description

II.2.1) Title

Chichester Free School

Lot No

1

II.2.2) Additional CPV code(s)

- 55524000 - School catering services

II.2.3) Place of performance

NUTS codes

- UKJ27 - West Sussex (South West)

Main site or place of performance

Chichester Free School, Hunston Road, Chichester, West Sussex, PO20 1NP

II.2.4) Description of the procurement

CFS is an All Through School:

Pupil Numbers: - by year group

Reception 58

Year 1 60

Year 2 60

Year 3 64

Year 4 64

Year 5 64

Year 6 64

Year 7 132

Year 8 151

Year 9 124

Year 10 128

Year 11 119

Sixth Form N/A

Total 1,088

Pricings/Sales

Meal Deal Price 2.65 GBP

UIFSM Entitled: 162 / Uptake: 131 / Value: 2.53 GBP

FSM Entitled: 134 / Uptake: 93 / Value: 2.65 GBP

Pupil Paid Meal Average daily spends of 1.37 GBP per person. This is the cash takings divided by the student numbers. Not all students spend so the average spend number is possibly higher.

Staff Duty Meal N/A

Staff Cash Meals No of Staff: 128 / Value: TBC

Sales over 12 months

UIFSM Sales 58,317 GBP

FSM Sales 37,101 GBP

Pupil Paid Meal Sales 187,592 GBP

Staff Duty Meal Sales N/A

Staff Cash Sales Not broken down

Hospitality Sales 969 GBP

Service Times

Breakfast (Canteen only): 07:45 – 08:15 (although would like open for staff continually to end of lunch)

Break (Canteen only): 10:40 – 11:10

Lunch (Primary – Dining Hall only): 11:45 – 12:45 approx (earlier start in Autumn Term to allow longer period for younger pupils)

Lunch (Secondary – Dining Hall and Canteen service): 13:00 – 13:40

Current Contractor Innovate

Other Information

176 trading days

As far as we are aware no member of the catering team are in a LGPS

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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

10 January 2025

Local time

1:00pm

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

28 January 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

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

https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=233337.

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.mytenders.co.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.

(MT Ref:233337)

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>

VI.4.2) Body responsible for mediation procedures

RM&C Consultants Ltd

Suthernwood View, Woodcote Road

South Stoke, Reading

RG8 0JJ

Email

Sue.allen@rmandcconsultants.co.uk

Telephone

+44 7939599571

Country

United Kingdom

Internet address

www.rmandcconsultants.co.uk