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Tender

## **Oxford Diocesan Buckingham Schools Trust ~ Catering Tender**

Oxford Diocesan Buckingham Schools Trust  
Chesham Bois CE School  
Great Horwood CE Combined School  
Padbury CE School  
St John's CE Combined School  
Longwick CE Combined School  
Christ the Sower Ecumenical School  
Woodside Junior School  
St Mary's CE Combined School  
Elmtree Infant & Nursery School  
The Downley School  
Chenies School

F02: Contract notice

Notice identifier: 2024/S 000-039855

Procurement identifier (OCID): ocds-h6vhtk-04c636

Published 11 December 2024, 10:05am

## **Section I: Contracting authority**

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

Oxford Diocesan Buckingham Schools Trust

C/O Longwick School Walnut Tree Lane

Longwick

HP27 9SJ

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKJ13 - Buckinghamshire CC

**Internet address(es)**

Main address

<https://www.odbst.org.uk/>

**I.1) Name and addresses**

Chesham Bois CE School

128 Bois Lane

Buckinghamshire

HP6 6DE

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKJ13 - Buckinghamshire CC

**Internet address(es)**

Main address

<https://www.cheshamboisschool.co.uk/>

**I.1) Name and addresses**

Great Horwood CE Combined School

School End

Buckinghamshire

MK17 0RG

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKJ13 - Buckinghamshire CC

**Internet address(es)**

Main address

<https://www.greathorwood.bucks.sch.uk/>

**I.1) Name and addresses**

Padbury CE School

Winslow Road

Buckinghamshire

MK18 2AP

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKJ13 - Buckinghamshire CC

**Internet address(es)**

Main address

<https://www.padburyschool.co.uk/>

**I.1) Name and addresses**

St John's CE Combined School

Main Road

Buckinghamshire

HP27 0PL

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKJ13 - Buckinghamshire CC

**Internet address(es)**

Main address

<https://www.stjohnsce.org/>

**I.1) Name and addresses**

Longwick CE Combined School

Walnut Tree Lane

Buckinghamshire

HP27 9SJ

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKJ13 - Buckinghamshire CC

## **Internet address(es)**

Main address

<https://www.longwick.bucks.sch.uk/>

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

Christ the Sower Ecumenical School

Singleton Drive

Milton Keynes

MK8 0PZ

## **Email**

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

## **Telephone**

+44 1276673880

## **Country**

United Kingdom

## **Region code**

UKJ12 - Milton Keynes

## **Internet address(es)**

Main address

<https://www.cts.milton-keynes.sch.uk/>

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

Woodside Junior School

Mitchell Walk

Buckinghamshire

HP6 6NW

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKJ13 - Buckinghamshire CC

**Internet address(es)**

Main address

<https://www.woodsidejunior.co.uk/>

**I.1) Name and addresses**

St Mary's CE Combined School

Keen Close

Aylesbury

HP19 7WF

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKJ13 - Buckinghamshire CC

**Internet address(es)**

Main address

<https://www.st-marysaylesbury.bucks.sch.uk/>

**I.1) Name and addresses**

Elmtree Infant & Nursery School

Elm Tree Hill

Buckinghamshire

HP5 2PA

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKJ13 - Buckinghamshire CC

**Internet address(es)**

Main address



<https://www.elmtreeschoolandnursery.co.uk/>

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

The Downley School

Faulkner Way

Buckinghamshire

HP13 5AL

### **Email**

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

### **Telephone**

+44 1276673880

### **Country**

United Kingdom

### **Region code**

UKJ13 - Buckinghamshire CC

### **Internet address(es)**

Main address

<https://www.downley.bucks.sch.uk/>

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

Chenies School

Chenies Village

Herts

WD3 6ER

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

<https://www.chenies.bucks.sch.uk/web>

**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

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

<https://litmustms.co.uk/respond/9YEQN2KWC>

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**

Oxford Diocesan Buckingham Schools 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 successful Supplier will be required to provide catering services for 11 Primary Schools within the Oxford Diocesan Bucks Schools Trust (ODBST).

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

Value excluding VAT: £2,111,810

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

This contract is divided into lots: No

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

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

NUTS codes

- UKJ13 - Buckinghamshire CC

Main site or place of performance

Buckinghamshire CC

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

The successful Supplier will be required to provide catering services for 11 Primary Schools within the Oxford Diocesan Bucks Schools Trust (ODBST):

1. Chesham Bois CE School, 128 Bois Lane, Chesham Bois, Amersham, Buckinghamshire, HP6 6DE
2. Great Horwood CE Combined School, School End, Great Horwood, Milton Keynes, Buckinghamshire, MK17 0RG
3. Padbury CE School, Winslow Road, Padbury, Buckinghamshire, MK18 2AP
4. St John's CE Combined School, Main Road, Lacey Green, Princes Risborough, Buckinghamshire, HP27 0PL
5. Longwick CE Combined School, Walnut Tree Lane, Longwick, Princes Risborough, Buckinghamshire, HP27 9SJ
6. Christ the Sower Ecumenical School, Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ
7. Woodside Junior School, Mitchell Walk, Amersham, Buckinghamshire HP6 6NW
8. St Mary's CE Combined School, Keen Close, Aylesbury, HP19 7WF
9. Elmtree Infant & Nursery School, Elm Tree Hill, Chesham, Buckinghamshire, HP5 2PA
10. The Downley School, Faulkner Way, Downley, High Wycombe, Buckinghamshire, HP13 5AL
11. Chenies School, Chenies Village, Nr Rickmansworth, Herts, WD3 6ER

The contract covers the scope for the provision of all catering services across the Trust, which also includes all hospitality and free issue requirements.

Please be aware that a number of these schools currently receive a delivered service from a central Hub Kitchen, owned and utilised by the incumbent provider. Therefore this will need to be a key consideration of how you intend to operate the business. In order to do so, the successful Contractor will need to have a strong presence within the local region, or be able to develop a support structure to ensure the ongoing provision of meals. The duration of the contract being offered is for an initial three-year period commencing on 01 August 2025, with the potential to extend for a further two 12-month periods. These extensions will be granted by mutual consent and on the same terms and conditions as the original contract without the right to further extend beyond the full five years.

The contract being offered within this tender will be on a guaranteed performance basis, with an expected profit share of any betterment to the agreed budget.

The Trust are seeking a suitably experienced, education catering contractor who is able to evidence working within Primary Schools. The successful contractor will already have adequate resource, contract support and operational flexibility within the region, that is to be deployed to support the contract as and when needed moving forwards into this contractual term.

The services are currently outsourced and TUPE is expected to apply. It is possible that some of the current employees are members of the Local Government Pension Scheme (LGPS) and, in this instance, the successful contractor will be expected to gain Admitted Body Status (ABS) in order to continue contributing to the scheme.

The Trust wishes to achieve as a result of this tender process:

- 1.The provision of a colourful, healthy and balanced food offer. This should be inclusive of those with special dietary requirements.
- 2.An innovative and flexible menu offering frequent themed menus and initiatives that support the curriculum and various school led activities, ensuring the food offer remains varied and enticing to its customers.
- 3.A suitable, effective marketing campaign in order to maximise on sales revenue, thus resulting in a cost efficient service.
- 4.A strong relief network to ensure absences, both short and long term, can be covered.
- 5.A partnership with the successful contractor in order to develop the existing service.

## **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**

Start date

1 August 2025

End date

31 July 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:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

### **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://litmustms.co.uk/respond/9YEQN2KWC>

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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

17 January 2025

Local time

12:00pm

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

10 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.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **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.

It will be the supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this contract notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

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

<https://litmustms.co.uk/tenders/UK-UK-Longwick:-School-catering-services./9YEQN2KWC>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/9YEQN2KWC>

GO Reference: GO-20241211-PRO-28852710

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

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

Oxford Diocesan Buckingham Schools Trust

C/O Longwick School Walnut Tree Lane

Longwick

HP27 9SJ

Country

United Kingdom