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Contract

Provision of Supply and Delivery of School Compliant Soluble Hot Chocolate

Glasgow City Council

F03: Contract award notice

Notice identifier: 2025/S 000-056007

Procurement identifier (OCID): ocds-h6vhtk-04ee5e

Published 12 September 2025, 8:40am

Section I: Contracting authority

I.1) Name and addresses

Glasgow City Council

40 John Street

Glasgow

G2 1DU

Contact

Caroline Dougan

Email

caroline.dougan@glasgow.gov.uk

Telephone

+44 1412876845

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.glasgow.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

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

Provision of Supply and Delivery of School Compliant Soluble Hot Chocolate

Reference number

GCC006165CPU

II.1.2) Main CPV code

- 15980000 - Non-alcoholic beverages

II.1.3) Type of contract

Supplies

II.1.4) Short description

The soluble compliant school hot chocolate supplied and delivered to all secondary school premises must comply in all respects with the relevant provisions of law, as amended, governing the quality of products for human consumption and labelling as follows -

- (i) Food Safety Act 1990
- (ii) The Food Hygiene (Scotland) Regulations 2006
- (iii) The General Food Regulations 2004
- (iv) The Food Information (Scotland) Regulations 2014 as amended

The compliant Regulated specification for the soluble hot chocolate is detailed below-

The hot chocolate must be compliant with the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020 Schedule 2 Part1 Section 15 (f).

Consumables containing sugar or fat provided by the successful Supplier must comply with the nutritional guidance contained within the Nutritional Requirements for Food and Drink in Schools Regulations (Scotland) 2020 as detailed below:

Lower fat milk drinks containing no more than 0.5g of free sugar per 100ml

No more than 5g of total sugar per 100ml

No more than 1.8g of total fat per 100ml

Please note - It is the Glucose Syrup or Dried Glucose Syrup in the ingredients of the vast majority of Hot Chocolate that would count as added sugar, and thus would contravene the Regulations.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £18,775

II.2) Description

II.2.2) Additional CPV code(s)

- 15000000 - Food, beverages, tobacco and related products

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow area

II.2.4) Description of the procurement

The soluble compliant school hot chocolate supplied and delivered to all secondary school premises must comply in all respects with the relevant provisions of law, as amended, governing the quality of products for human consumption and labelling as follows -

(i) Food Safety Act 1990

(ii) The Food Hygiene (Scotland) Regulations 2006

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(iv) The Food Information (Scotland) Regulations 2014 as amended

The compliant Regulated specification for the soluble hot chocolate is detailed below -

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II.2.5) Award criteria

Quality criterion - Name: Sampling Tasting / Weighting: 40

Quality criterion - Name: Project Implementation Plan / Weighting: 3

Quality criterion - Name: Service Delivery - Roles and Responsibilities / Weighting: 14

Quality criterion - Name: Service Delivery - Late deliveries / Weighting: 5

Quality criterion - Name: Account Management / Weighting: 4

Quality criterion - Name: Supply Chain Resilience / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 9

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 15

II.2.11) Information about options

Options: Yes

Description of options

Substitution of Product (not additional)

If during the term of the contract, the successful Supplier is unable to continue to supply the exact item requested, the successful Supplier must inform the representative within the CPU via email, giving sound reason for their inability to do so. The successful Supplier must provide the allergen and nutritional data sheet for proposed substitute item as any alternative product offered must be acceptable to the council. The CPU member of staff will require to consult with the Senior Food Safety Advisor to receive confirmation that a substitute item can be accepted.

Following confirmation of approved data sheet, the council will request samples to be provided in order to test. The alternative product must be of an equivalent-higher specification and be charged at the agreed contract price or less.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

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.2.1) Previous publication concerning this procedure

Notice number: [2025/S 000-009856](#)

Section V. Award of contract

Contract No

GCC006165CPU

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

11 September 2025

V.2.2) Information about tenders

Number of tenders received: 6

Number of tenders received from SMEs: 6

Number of tenders received from tenderers from other EU Member States: 6

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 6

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Caffia Coffee Group

Lomond House, 25A Russel Street

FALKIRK

FK2 7HS

Email

p.mcmanus@caffia.com

Telephone

+44 7557800035

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £18,775

Section VI. Complementary information

VI.3) Additional information

Contract value is estimated based on rates submitted. Actual contract value may be more or less than stated.

Economic operators may be excluded from this competition if they are in any situations referred to in regulation 58 of the Public Contracts

(Scotland) Regulations 2015.

For SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2; Bidders should hold the relevant certificates for Quality Assurance

Schemes and Environmental Management Standards . If Bidders do not hold the relevant certificates, they will be required to respond to

supporting questions.

Bidders must complete Document Eight – Health and Safety Questionnaire and submit it with the tender submission (Only bidders who

pass the health and safety aspect shall be considered.

Freedom of Information Act

Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI certificate (NB the council does not bind itself to withhold this information).

Tenderers Amendments

Bidders must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer.

Prompt Payment

The successful Supplier shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its sub-contractors in respect of payments due to any sub-sub-contractors, if any.

Non Collusion

Bidders will be required to complete the Non Collusion certificate.

Insurance Mandate

All successful suppliers will be required to sign an Insurance Mandate, contained in the buyers attachments area within the PCS Tender portal authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the attachments area within the PCS Tender portal and are reference Document Two.

Additional information pertaining to this contract notice is contained in the Invitation to Tender Document One.

Bidders must ensure they read all the attachments available in the attachment area in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise.

(SC Ref:810041)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Email

glasgow@scotcourts.gov.uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures-

Glasgow City Council must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates

concerned of its decision to award the contract. The Council must allow a period of at least the relevant standstill period (where the notice

is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last

notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation

86 of The Public Contract (Scotland) Regulations 2015 ("the Regulations"). The Council is obliged to comply with the Regulations and any

eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the

Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council

must not enter into the contract unless the proceedings are determined, discontinued or disposed of;

or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further

clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own

independent legal advice when they consider appropriate to do so.

VI.5)