DELIVERED IN HOT SCHOOL MEALS (DIHSM) TENDER FOR THE PYRAMID PRIMARY SCHOOLS IN NORTH DORSET

The Governors of four primary schools in North Dorset are seeking expressions of interest from experienced catering contractors to supply hot meals to the following schools during term times only. The four schools are:

a. William Barnes Primary School, Sturminster Newton

b. Stalbridge Church of England Primary School, Stalbridge

c. St Nicholas Church of England (VA) Primary School, Child Okeford

d. Hazelbury Bryan Community Primary School, Hazelbury Bryan

The contract has the potential to be a 6 year provision; 2 years initially, with a 2 year extension, followed by another 2 year extension if the standard of Service for the Delivered In Hot School Meals is considered by the schools' staff and governors to be providing good quality food that is providing value for money and is popular with the school pupils. The contract will start from September 2012. Bidders need to note that whilst the overall population of the schools is approximately 610, the uptake of schools meals is about 186 or 30% of the school population daily. These meals will be served for 190 days; the length of a school year.

Catering contractors who are interested in bidding for this tender will find attached to this covering letter five annexes. These annexes explain in detail the Statement of Requirement, the Response of Requirement, the proposed Key Performance Indicators, Evaluation Criteria and the proposed contract Governance Structure for the lifetime of the contract. Interested bidders are requested to respond to the Statement of Requirement and return those responses to William Barnes Primary School via e-mail no later than 1700 hours on 13 April 2012.

The Response to Requirement and the evaluation criteria for bidders can be found at Annexes B and D. The bidders need to note the following:

Legal Requirements. There are a number of legal requirements that need to be met before a contract can be agreed and signed. Where bidders cannot provide clear evidence for meeting these legal requirements the bid will be withdrawn by the schools and the bidder will be informed immediately. These requirements can be found in Annex A at Activity Reference numbers 1.1, 3.1 and 3.2 and Annex B at Activity Reference numbers 1.1, 3.1 and 3.2.

Evaluation Criteria. Each of the 3 key areas Technical, Financial and Commercial will be marked and weighted accordingly. The Technical response will account for 60% overall marks followed by the Financial and Commercial response will account for 30% and 10% of the marks, respectively. However, please note that failure to respond to some of the commercial questions will result in the bid being withdrawn from the competition.

Once the bids are received by William Barnes Primary School the bids will be evaluated by representatives from all the schools concerned after the 13 Apr 2012. The successful bidder will be informed within 14 days after this date. If there is any delay to this the bidders will be informed accordingly. Where two bidders have been equally placed, the schools will invite the contractors in for a food tasting session at William Barnes Primary School to allow a final decision to be made. De-briefing for unsuccessful bidders will take place at William Barnes Primary School.

Finally, if the contractors have any further questions during the bid please e-mail the question to the office at William Barnes School. The question will be passed onto the Project Officer, Chairs of Governors, Headteachers and other school stakeholders for a response as necessary. Responses to any questions will be sent to all bidding contractors to ensure fairness. Contractors should note that the school closes for Easter on midday 30 March 2012; therefore, questions concerning the tender cannot be staffed after this time.

Regards

Sarah Kinloch

Finance and Personnel Governor
William Barnes Primary School

Annexes:

A. Statement of Requirement Pyramid Primary Schools
B. Response of Requirement Pyramid Primary Schools
C. Proposed Key Performance Indicators
D. Evaluation Criteria
E. Proposed Contract Governance Structure