Section 1: Introduction

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| Item | Contract Details |
| Contract Description: | Wandle Learning Trust – School Catering Services |
| Contract Location | Chestnut Grove Academy - WandsworthPaxton Primary Academy – Croydon |
| Period of Contract: | The initial contract is for 3 years with scope for an extension for a further period of up to 24 months from the last day of the initial contract period. |
| Approximate Current Annual Value of Contract: | £ 325,000(represents the current requirements but may increase due to pupil growth and if additional schools are brought into the contract) |
| Procuring Officer: | Any queries must be addressed to:Matriculate Consulting acting on behalf of Wandle Learning Trust (the Contracting Authority)Email: tenders@matriculateconsulting.co.uk |
| Submission instructions: | Questionnaires must be returned via email tenders@matriculateconsulting.co.uk. |
| Date / Time for return: | Questionnaires must reach us by:**Date: 8th January 2020****Time: 12pm (Midday)**Please ensure you allow sufficient time to transmit your completed documents prior to the deadline. Late responses will not be accepted. |
| Envisaged number of Suppliers to be invited to tender: | 4 |

**Wandle Learning Trust** currently has one secondary and two primary academies

This tender is for Chestnut Grove Academy and Paxton Primary Academy with a contract commencement date of 1st June 2020. Further schools may join the contract at a later date subject to due process.

**Chestnut Grove Academy** moved to new buildings a few years ago, a further project is underway to build a new six form block.

Catering is currently provided to a student population of 1124 by an in-house team who are eligible for LGPS. The kitchen is new and well equipped. The academy is looking for the experience of a suitable caterer to provide the professionalism to deliver high quality services to its pupils. Its vision is to provide a significant enhancement to the student experience to support educational outcomes and behaviour.

**Paxton Primary Academy** is a new Free School, currently in temporary building with a temporary delivered in meal service. The school currently has approximately 200 pupils on roll, with an expected roll of 400 over the term of the contract. New accommodation is currently being built with its own kitchen and should be ready for occupation by the contract commencement date

**Timetable**

***This timetable is indicative only.*** The Contracting Authority reserves the right to change it at its discretion.

| Stage | Date/ Time |
| --- | --- |
| Submission of completed SQs | 8th January 2020 |
| Notification of result of evaluation | 11th January 2020 |
| Publish Invitation to Tender | 11th January 2020 |
| Site Visit | 16th January 2020 |
| Deadline for tender submissions | 14th February 2020 |
| Presentation to Trust for shortlisted bidders | 5th March 2019 |
| Contract Start Date | 1st June 2020 |

Section 2: Notes for Completion

In order to ensure competition, transparency and value for money, the Trust is voluntarily following the restricted procedure as set out within the Public Contract Regulations 2015 (PCR), however please note that this is considered a contract under the Light Touch Regime and therefore the Trust is not obliged to follow the full scope of the PCR

The first stage in the procurement process is to shortlist from those who submit a completed Supplier Questionnaire (SQ) .You are invited to complete this SQ and to submit it, together with any requested supporting information, to Matriculate Consulting by the due date for return in accordance with the procedures set out in ‘Submission Instructions’.

By returning the SQ you confirm that the answers given on the SQ are true, complete, accurate and not misleading and understand that false information could result in exclusion at any stage in the procurement process.

Failure to provide all the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that you are not invited to participate further.

Please answer all questions accurately and concisely however you must be explicit and comprehensive in your response as this will be the single source of information on which you will be scored and ranked. Where a question is not relevant to your organisation, this should be indicated, with an explanation.

You are advised neither to make any assumptions about your past or current supplier relationships with the Contracting Authority nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

***Your response must be completed on the form below, any other document or format will be disregarded.***

**Evaluation**

The submissions from the Suppliers will be evaluated by objectively assessing the technical ability as relevant to the scope of services. The Contracting Authority is not any obligation to invite any interested organisation to participate.

**Important Notice**

The contents of this SQ, and that of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Contracting Authority and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this SQ and all associated documents immediately and not to retain or pass on any electronic or paper copies.

This SQ is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by the Contracting Authority and its advisers, including Matriculate Consulting.

The Contracting Authority reserves the right to reject SQs which are not submitted in accordance with the instructions given.

SQs must be completed in the English language.

**Freedom of Information** **Act 2000**

Organisations submitting pre-qualification questionnaires are requested to specify, with reasons, if anything contained in its SQ is confidential and the Contracting Authority will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

1: Potential Supplier Information

Please answer the following questions in full.

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| Section 1 | Potential supplier information  |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐No ☐N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? | Yes ☐No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the Contracting Authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section. I understand the Contracting Authority is not under any obligation to invite any interested organisation to participate

I am aware of the consequences of serious misrepresentation.

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| Section 1 | Contact details and declaration |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address  |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

2: Exclusion Grounds

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| Section 2 | Grounds for discretionary exclusion  |
| Question number | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the List of Mandatory and Discretionary Exclusions |
|  | Participation in a criminal organisation.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Corruption.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Fraud.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐No ☐If Yes please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ?  | Yes ☐No ☐ |
| 2.3(a) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

3: Economic and Financial Standing

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| **Section 3** | **Economic and Financial Standing**  |
|  | Question | Response |
| **3.1** | Please indicate which of the following you have provided to demonstrate your economic/financial standing |  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐No ☐ |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes ☐No ☐ |

4: Technical Ability and References

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| **Section 4** | **Technical and Professional Ability and References** |
| **4.1** | Please provide details of up to three local contracts, comparable to the one that you are applying for. Provide a contract description of the contract including your accomplishments. Please note references may be contacted by Matriculate to obtain feedback of your organisation’s operation of the contract |

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| **Response 4.1** | **Contract 1** |
| Name of school: |  |
| Address of school |  |
| Point of contact in the school: |  |
| Position in the school: |  |
| Email Address: |  |
| Description of contract (Maximum of 500 words permitted) |  |
| Contract Start date: |  |
| Contract completion date: |  |
| Estimated annual contract value: |  |

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| **Response 4.2** | **Contract 2** |
| Name of school: |  |
| Address of school |  |
| Point of contact in the school: |  |
| Position in the school: |  |
| Email Address: |  |
| Description of contract (Maximum of 500 words permitted) |  |
| Contract Start date: |  |
| Contract completion date: |  |
| Estimated annual contract value: |  |

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| **Response 4.3** | **Contract 3** |
| Name of school: |  |
| Address of school |  |
| Point of contact in the school: |  |
| Position in the school: |  |
| Email Address: |  |
| Description of contract (Maximum of 500 words permitted) |  |
| Contract Start date: |  |
| Contract completion date: |  |
| Estimated annual contract value: |  |

4. Further Selection Questions

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| **Section 4** | **Additional Questions**  |
| 4.1 | Please provide a copy of the following:Employer’s Liability Insurance CertificatePublic Liability Insurance Certificate |
| **4.2** | Provide a list of the schools including postcodes you operate within 15 miles of this contract opportunity?  |
| Response |
| **4.3** | Provide a company organisational structure |
| Response Max 500 words |
| **4.4** | Provide the details of all management that will be assigned to support this contract indicating the type and frequency of support |
| Response Max 500 words |
| **4.5** | Provide details of your safeguarding policy |
| Response Max 500 words |
| **4.6** | Please provide details on your company’s approach to environmental sustainability,  |
| Response Max 500 words |
| **4.7** | Provide a description of your organisation, its experience of operating in similar environments, and why your organisation is best suited to work with this Client |
| Response Max 500 words |