Section 1: Introduction

|  |  |
| --- | --- |
| Item | Contract Details |
| Contract Description: | **The City of Bristol College** |
| Contract Location | Bristol |
| Period of Contract: | The initial contract(s) 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 Annual Value of Contract: | £750,000 |
| Procuring Officer: | Any queries must be addressed to:   * Matriculate Consulting acting on behalf of The City of Bristol College   (the Contracting Authority)  Email: tenders@matriculateconsulting.co.uk |
| Submission instructions: | Questionnaires must be returned via email [tenders@matriculateconsulting.co.uk](mailto:tenders@matriculateconsulting.co.uk). |
| Date / Time for return: | Questionnaires must reach us by:  **Date: 29th February 2024**  **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: | 5 |

Operating across several centres, City of Bristol College is one of the South West’s largest further and higher education colleges providing education and training to learners in and around Bristol by offering courses at many levels across a range of specialist subjects.

The College is looking for contractors to demonstrate their experience and expertise to manage the catering services across four campuses.

Services are currently provided by Academy/OCS.

**Timetable**

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

| Stage | Date/ Time |
| --- | --- |
| Submission of completed SQs | 29th February 2024 |
| Notification of result of evaluation | 7th March 2024 |
| Publish Invitation to Tender | 7th March 2024 |
| Site Visits/Tender Meeting | 13th March 2024 TBC |
| Deadline for tender submissions | 10th April 2024 TBC |
| Presentation for Shortlisted Bidders | 24th April 2024 TBC |
| Contract Start Date | 1st August 2024 |

**Notes for completion**

In order to ensure competition, transparency and value for money, this procurement will be conducted in accordance with the Light Touch regime (LTR) as implemented in the UK by the Public Contracts Regulations 2015 or as may be amended.

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 and time.

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.

**Annex D**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/956764/Annex\_C\_Exclusion\_Grounds.pdf

|  |  |  |
| --- | --- | --- |
| **Part 1 Questions (General Information)** | |  |
| **Questions** | | **Response** |
| 1.1 | Name (if, registered, please give the registered name). |  |
| 1.2 | Registered address (if applicable) or head office address |  |
| 1.3 | Registered website address (if applicable) |  |
| 1.4 | Trading status   1. public limited company 2. private limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.5 | Date of registration (if applicable) or date of formation |  |
| 1.6 | Registration number (company, partnership, charity, etc - if applicable) |  |
| 1.7 | Registered VAT number |  |
| 1.8 | Are you registered with the appropriate professional or trade register(s) specified for this procurement and as set out in the procurement documents in the country where your organisation is established?  If YES please provide the relevant details, including the name of the register and registration number(s) and, if evidence of registration is available electronically, please give the website address, issuing body and reference number. | Yes ☐  No ☐  N/A▢ |
| 1.9 | For procurements for **services only**, is it a legal requirement in the country where you are established for you to:  a) possess a particular authorisation, or  b) be a member of a particular organisation,  to provide the requirements specified in this procurement?  If YES please provide additional details of what is required and confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. | Yes ☐  No ☐ |
| 1.10 | 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 |  |
| 1.11 | Are you a Small, Medium or Micro Enterprise (SME)? | Yes ☐  No ☐ |
| 1.12 | Details of Persons with 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 ;  - 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) |  |
| 1.13 | Details of your immediate parent company:  - Full name of immediate parent company  - Registered or head office address  - Registration number (if applicable)  - VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.14 | Details of ultimate parent company:  - Full name of ultimate parent company  - Registered or head office address  - Registration number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.15 | Are you bidding as a single supplier or as part of a group or consortium?  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please tell us:   1. The name of the group/consortium. 2. The proposed structure of the group/consortium, including the legal structure where applicable. 3. The name of the lead member in the group/consortium. 4. Your role in the group/consortium (e.g. lead member, consortium member, subcontractor). 5. If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for. |  |
| 1.16 | If you are proposing to use subcontractors/a supply chain please provide the following details for each subcontractor/supply chain member.  Name  Registration number  Registered or head office address  Trading status   1. public limited company 2. private limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status)   Registered VAT number  SME?  The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables.  The approximate % of contractual obligations assigned to each subcontractor  Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |

|  |  |  |
| --- | --- | --- |
| **Part 2a Questions (Exclusion Grounds Questions)** | |  |
| **Grounds for mandatory exclusion** | |  |
| 2.1 | Within the past five years, anywhere in the world, have you or any person who   * is a member of the supplier’s administrative, management or supervisory body; or * has powers of representation, decision or control in the supplier   been convicted of any of the offences within the summary below and listed in full in Annex D? |  |
| 2.1.1 | Participation in a criminal organisation | Yes ☐  No ☐ |
| 2.1.2 | Corruption | Yes ☐  No ☐ |
| 2.1.3 | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐ |
| 2.1.4 | Money laundering or terrorist financing | Yes ☐  No ☐ |
| 2.1.5 | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐ |
| 2.1.6 | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes ☐  No ☐ |
| 2.1.7 | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes ☐  No ☐ |
| 2.2 | If you have answered YES to any of the questions on mandatory exclusion groundsplease provide further details, including;  - date of conviction and the jurisdiction  - which of the grounds listed the conviction was for  - the reasons for conviction  - the identity of who has been convicted |  |
| 2.2.1 | If the relevant documentation is available electronically please provide:  - the web address  - issuing authority  - precise reference of the documents |  |
| 2.3 | If you have answered YES to any part of the questions on mandatory exclusion groundsplease explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion (Self cleaning) |  |

|  |  |  |
| --- | --- | --- |
| **Part 2b Questions (Exclusion Grounds Questions)** | |  |
| **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions.** | |  |
|  | The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex D, and should be referred to before completing these questions. |  |
| 2.4 | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK. | Yes ☐  No ☐ |
| 2.4.1 | If documentation is available electronically please provide-   * the web address, * issuing authority, * precise reference of the documents. |  |
| 2.4.2 | If you have answered NO to this question please provide further details including the following-   * Country concerned, * the amount concerned, * how the breach was established, i.e. through a judicial or administrative decision or by other means, * if the breach has been established through a judicial or administrative decision please provide the date of the decision, * if the breach has been established by other means please specify the means. |  |
| 2.3 | Please also confirm whether 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. |  |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions | |  |

|  |  |  |
| --- | --- | --- |
| **Part 2c Questions (Exclusion Grounds Questions)** | |  |
| **Grounds for discretionary exclusion** | |  |
|  | The detailed grounds for discretionary exclusion of an organisation are set out in Annex D, and should be referred to before completing these questions. |  |
| 2.4 | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in Annex D applied to you? |  |
| 2.4.1 | Breach of environmental law obligations?  To note that environmental law obligations include Health and Safety obligations. See Annex D. |  |
| 2.4.2 | Breach of social law obligations? |  |
| 2.4.3 | Breach of labour law obligations? |  |
| 2.4.4 | Bankruptcy or subject of insolvency? |  |
| 2.4.5 | Guilty of grave professional misconduct? |  |
| 2.4.6 | Distortion of competition? |  |
| 2.4.7 | Conflict of interest? |  |
| 2.4.8 | Been involved in the preparation of the procurement procedure? |  |
| 2.4.9 | Prior performance issues? |  |
| 2.4.10 | Do any of the following statements apply to you?   * You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria? * You have withheld such information. * You are not able, without delay, to submit supporting documents if/when required. * You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  Yes ☐  No ☐  Yes ☐  No ☐  Yes ☐  No ☐ |
| 2.5 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.  If you are a relevant commercial organisation, please confirm:   * you have published a statement as required by Section 54 of the Modern Slavery Act * that the statement complies with the requirements of Section 54 | Yes ☐  No ☐  Yes ☐  No ☐ |
| 2.6 | If you have answered **YES** to any of the questions relating to grounds for discretionary exclusion (or **NO** to any of the Modern Slavery Act questions), please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion? (Self cleaning). |  |

|  |  |  |
| --- | --- | --- |
| **Part 3 Questions (Selection Criteria Questions)** | |  |
|  | **Economic and Financial Standing** |  |
| 3.1 | If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:   * the web address * issuing authority * precise reference of the documents. |  |
| 3.2 | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law). |  |
| 3.3 | If you cannot provide an electronic link to your audited accounts, and cannot provide a copy, please provide any of the following alternatives:  (a)  A statement of your annual turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.  (b) Alternative information to evidence economic and financial standing if any of the above are not available (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |

|  |  |  |
| --- | --- | --- |
| **Part 4** | **Additional Questions** |  |
| 4.1 | **Insurance**  Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10 million  Public Liability Insurance = £10 million | Yes ☐  No ☐  Yes ☐  No ☐ |
| 4.2 | **Data Protection**  Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects. | Yes ☐  No ☐ |

|  |  |
| --- | --- |
| 4.3 | **Relevant experience and contract examples.**  Please provide details of up to three contracts to meet the technical and professional ability criteria set out in the procurement documents, in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. Examples must be from the past three years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  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.  If you cannot provide at least one example of previous contracts that are relevant to our requirement, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |

|  |  |
| --- | --- |
| **Response 4.3a** | **Contract 1** |
| Name of customer organisation: |  |
| Point of contact in the organisation: |  |
| Position in the organisation: |  |
| Email Address: |  |
| Description of contract (Maximum of 500 words permitted) |  |
| Contract Start date: |  |
| Contract completion date: |  |
| Estimated **annual** contract value: |  |

|  |  |
| --- | --- |
| **Response 4.3b** | **Contract 2** |
| Name of customer organisation: |  |
| Point of contact in the organisation: |  |
| Position in the organisation: |  |
| Email Address: |  |
| Description of contract (Maximum of 500 words permitted) |  |
| Contract Start date: |  |
| Contract completion date: |  |
| Estimated **annual** contract value: |  |

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

|  |  |
| --- | --- |
| 4.4 | How many contracts would your Area Manager for this contract operate and how would the management structure work on an ongoing basis to ensure the service and on-site catering teams are supported? |
| Response Max 500 words |
| 4.5 | Given the nature of this opportunity outline the marketing initiatives you would expect to introduce to this contract and **how** they will drive student satisfaction. |
| Response Max 500 words |
| 4.6 | Given the nature of this opportunity, detail specific examples of initiatives you have introduced in Further Education colleges to encourage students to use the services. |
| Response Max 500 words |
| 4.7 | Price sensitivity and value for money are a key priority for students. Outline your company’s approach in setting tariffs to attract custom from all customer types-including college staff. |
| 4.8 | Please detail the monthly management information you would provide to the College during the contract in order for them to effectively monitor performance. |
| Response Max 500 words |
| 4.9 | Provide a copy of your standard training plan for site-based staff. |
| Response Max 500 words |

|  |  |
| --- | --- |
|  | **DECLARATION** |
|  | I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2, 3 and part 4.  I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database in any country free of charge or the contracting authority already possesses the documentation.  I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.  I understand that the 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 am aware of the consequences of serious misrepresentation.  **Signature (electronic is acceptable)**  **Date** |

|  |  |
| --- | --- |
|  | **Contact details of those making the declaration** |
|  | Contact name  Name of organisation  Role in organisation  Phone number  E-mail address  Postal address |

**Appendix 1**

This SQ sets out the exclusion and selection criteria which will apply for this tender.

Points will be awarded for the replies to Part 4. The scoring system to be applied is as follows:

|  |  |
| --- | --- |
| **Item no** | **% Weighting** |
| Part 1 General Information | Not Scored |
| Part 2a Exclusion Grounds | Pass/Fail |
| Part 2b Exclusion Grounds | Pass/Fail |
| Part 2c Exclusion Grounds | Pass/Fail |
| Part 3 – Economic & Financial Standing | Pass/Fail |
| Part 4 Additional Questions |  |
| 4.1 Insurance | Pass/Fail |
| 4.2 Data Protection | Pass/Fail |
| 4.3 Relevant Experience | 30 |
| 4.4 Management Support | 10 |
| 4.5 Marketing | 15 |
| 4.6 FE initiatives | 15 |
| 4.7 Approach to pricing | 10 |
| 4.8 Management Information | 10 |
| 4.9 Training | 10 |