**INVITATION TO TENDER- SUPPLY OF FOOD AND BUFFET REFRESHMENTS AT MEETINGS HELD AT COLLEGE OF POLICING CENTRAL LONDON PREMISES**

1) Background to the contracting authority

1.1 The College of Policing (also referred to herein as “The Authority”) has been established as a statutory body, independent of government, whilst still reliant on the majority of its funding by way of a central grant from the Home Office. While the necessary legislation was being prepared, the College was established as a company limited by guarantee. The Authority is a creation of a new policing professional body for England and Wales which was announced by the Home Secretary in December 2011.

1.2 This Invitation to tender seeks the provision of catering delivery (food and beverage) at the Authority’s premises at 1-7 Old Queen Street, Westminster, London SW1H 9HP. However it is likely that this building will be decanted by the end of 2020, and the Authority will seek alternative premises in Central London.

2) Statement of Requirement

2.1 The Authority requires from time to time the provision and delivery of food and buffet refreshments for consumption at meetings of various sizes and working lunches held at the above premises. Said refreshments shall include, but not be limited to,

* Tea
* Coffee (including decaffeinated)
* Mineral water (still and sparkling, 1.5 litre bottles)
* Pre-prepared Sandwiches
* Biscuits
* Disposable cutlery, crockery and napkins.
* Fresh fruit juice (orange, apple, etc)

2.2 Occasionally, canapes, executive finger buffets, fruit and pastries will be required.

2.3 Based on historic data, meetings are attended by an average 16 attendees, with the lowest-attended meetings being in single figures, and the highest-attended being in advance of 30.

2.4 The above refreshments are to be provided taking into account such specific dietary requirements that the Authority may notify in advance (e.g. vegetarian, vegan, coeliac, gluten-free, etc).

2.5 Individual orders for food and beverages will be placed by an authorised representative of the Authority, by telephone or email. Timings and locations for delivery, and any special instructions, will be advised at the point of order placement.

2.5.1 The Authority requires that a “next day” service is provided, such that orders placed by 1400 on any working day will be delivered the following working day if so required. Where orders for next day delivery are placed after 1400 on any working day, every reasonable endeavour shall be made to fulfil the delivery as required. Where this is not achievable, the Authority must be informed accordingly.

3) Duration

The duration of any contract arising from the Invitation to Tender will be 2 years from commencement initially, with an option at the Authority’s sole discretion to extend for a further year.

4) Contract value/ budget

It is estimated that the value of any contract arising from this Invitation to Tender will be in the region of £ 15,000- £ 20,000 per annum.

5) Terms and Conditions of contract

Services pursuant to any contract resulting from this Invitation to Tender shall be performed in accordance with the terms and conditions for services at the following link:-

<http://www.college.police.uk/About/Procurement/Pages/default.aspx>

and supplemented by the following:-

1. Any names and contact numbers supplied by College of Policing staff are to be treated as personal, and are to be used solely for the purposes of the provision of said services. Such details are to be retained by the Supplier only for as long as is necessary to carry out service provision, and are to be disposed of/ deleted immediately thereafter.
2. Services provided must fully comply with Food Standards Agency guidance- see <https://www.food.gov.uk/business-guidance/hygiene-requirements-for-your-business>
3. Invoicing and Payment

6.1 Invoices for services provided under any contract resulting from this Invitation to tender must be sent directly to the Authority’s Accounts Payable team (payables@college.pnn.police.uk) , quoting a sequential Purchase Order number generated and notified by the Authority.

6.2 Invoices must itemise all services provided, including any delivery charges and late/ cancellation charges, and be nett of VAT.

* 1. Payment terms for invoices not subject to query or dispute are 30 days.
1. Tender Evaluation

Tenders will be evaluated taking into account quality and price considerations, and will be marked via a ratio of 40% quality and 60% price.

7.1 Quality

7.1.1 Potential providers are to provide a proposal of no more than 750 words detailing experience, track record, responsible sourcing (of recyclable packaging, ethically-sourced ingredients, etc) compliance with food standard regulations, order/response and call-out times, and any further detail which may be beneficial. It is acceptable for proposals to refer to web addresses providing a direct link to any relevant detail.

7.1.2 Potential providers are further required to supply their standard menus which will be assessed for their range and suitability.

7.1.3 Marks to be awarded as follows:-

|  |  |
| --- | --- |
| Experience and track record | 10 marks |
| Compliance with hygiene regulations | 10 marks |
| Responsible/ ethical standards in source ingredients and packaging | 10 marks |
| Range demonstrated in standard menus | 5 marks |
| Call-out and response times  | 5 marks |

7.2 Price:

7.2.1 Potential providers are required to provide specific pricing quotation responses based on the following scenarios, which are taken from examples from historic usage data. The scenarios shown are for evaluation purposes, and do not necessarily represent future requirements the Authority may have.

7.2.2 Potential providers are also required to confirm any premiums applicable to orders placed at short notice (e.g. after 14:00hrs for next day delivery) or cancelled.

7.2.2 Pricing should be broken down elementally.

7.2.3 Total marks will be awarded proportionately in relation to the potential provider giving the best pricing for each scenario.

*(for example, a potential provider achieving the best pricing for Scenario 1 at £ 100 will expect to be awarded 18 marks, whilst a potential provider giving pricing of £ 200 would expect to be awarded 9 marks)*

7.2.4.1 Scenario 1

Sandwich lunch for 34 attendees, with biscuits, tea, coffee, mineral water



7.2.4.2 Scenario 2

Biscuits and sandwich lunch for 8, including fruit and crisps, tea, coffee, mineral water



7.2.4.3 Scenario 3

Board level finger buffet for 20, including tea, coffee, mineral water



7.2.4.4 Scenario 4

“Classic sandwich” platter for 26, including mixed crisps platter, selection of small cakes, biscuits, tea, coffee, mineral water, orange and apple juice.



7.3 Marks will be awarded as follows:-

|  |  |
| --- | --- |
| Scenario 1 | 18 marks |
| Scenario 2 | 8 marks |
| Scenario 3 | 18 marks |
| Scenario 4 | 8 marks |
| Premiums/ charges applicable to orders placed late or cancelled. | 8 marks |