

**United Kingdom-London: Catering services for other enterprises or other institutions**

OJ S 232/2016 01/12/2016

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: London School of Hygiene and Tropical Medicine

Postal address: Keppel Street

Town: London

NUTS code: UKI London

Postal code: WC1E 7HT

Country: United Kingdom

Contact person: The Litmus Partnership Ltd

E-mail: [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk)

Telephone: +44 1276673880

**Internet address(es):**Main address: <http://www.lshtm.ac.uk/>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.litmuspartnership.co.uk/project>[/london\\_school\\_of\\_hygiene\\_tropical\\_medicine\\_catering\\_services](#)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

London School of Hygiene and Tropical Medicine — Tender for Catering Services.

**II.1.2. Main CPV code**

55523000 Catering services for other enterprises or other institutions

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The successful tenderer will be required to provide catering services at London School of Hygiene and Tropical Medicine.

The catering service provision at the School has been operated 'in-house' and has not been market tested for many years. To ensure Best Value principles are applied the School have made a decision to tender the catering service.

The London School of Hygiene and Tropical Medicine is a world-leading centre for research and post-graduate education in public and global health, with over 4 000 students and more than 1 000 staff working in 100 countries. The School's mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

#### **II.1.5. Estimated total value**

#### **II.1.6. Information about lots**

This contract is divided into lots: no

#### **II.2. Description**

##### **II.2.3. Place of performance**

NUTS code: UKI London

Main site or place of performance: London School of Hygiene and Tropical Medicine, London, United Kingdom.

##### **II.2.4. Description of the procurement**

There is approximately 1 000 full-time students, 3 000 distance learner students and 1 000 students on short courses. The School offers a refectory style service in Keppel Street to the students and staff on site only. Current turnover is 325 000 GBP per annum. The refectory is open 8:00 - 16:00 Monday-Friday. It also offers significant amounts of hospitality in the building. There is a licensed bar which opens on a Friday evening with a current turnover of 15 000 GBP per annum.

The coffee shop in Tavistock Place has been previously leased to another operator. From the start of this contract the coffee shop in Tavistock Place will be included in the tender. The School is expecting this open to the staff / students and the general public 7 days a week. There are currently 9 staff working full-time in the catering department, employed by the School, and 1 person eligible to transfer under TUPE in Tavistock Square. These staff will transfer under TUPE to the successful contractor.

The School will be commencing a building project to the Tavistock Square coffee shop and bar area in Keppel Street to improve the facility in time for the commencement of the contract. The School does not anticipated any financial contribution from the successful contractor; it is looking for considerable input in the design and style of service.

The School is ISO 14001 and EcoCampus Platinum certified; it is important that any contractor be similarly certified.

The School wishes to offer healthy eating options within the menu with minimal use of disposables. The menu should be based on the use of fresh ingredients and bakery products. Working with the local community is something that the School strives to do at all times and to this end we would like to ensure that all your fresh produce is sourced from local suppliers (within a 20 mile radius of the School): details should be included within your submission.

There are also several other objectives which the School wishes to achieve as a result of this tender process:

1. The provision of a healthy balanced menu that meets nutritional guidelines and is enjoyed by our students and staff.

2. Better value for money to be provided to the School ensuring that the students are provided with a variety of quality food with reasonable portion sizes.
3. Innovation and flexibility with the ability to 'move with the times' and recommend new service initiatives.
4. An effective marketing campaign should be implemented including the organisation of a series of theme days throughout the year.
5. There needs to be total transparency with accounts that are clear and easy to understand.
6. To ensure that all hospitality is provided strictly at net cost of ingredients.
7. The School is committed to ensuring that the London Living Wage is paid to all staff, with a salary for the catering manager that is competitive within the industry.

The School are looking to increase the choice and variety to attract more users of the catering service.

The chosen company will have, as a minimum, an ethical and sustainable certificate and policy to include bottled water, organic produce, food miles and waste policy.

The School has a well-equipped production kitchen. The School does not anticipate the need for any financial investment in the kitchen but would be looking for advice and discussion regarding any requirements and decide how and who pays for it.

The new contract will commence on 1.8.2017, for an initial 3 year term with the option of an additional 2 x 1 year extension.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/08/2017 End: 31/07/2022

This contract is subject to renewal: no

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5 Maximum number: 10 Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

#### **II.2.10. Information about variants**

Variants will be accepted: yes

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

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

#### **II.2.14. Additional information**

### **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions for participation**

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Restricted procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **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.2.2. Time limit for receipt of tenders or requests to participate**

Date: 30/12/2016 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 27/01/2017

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.3. Additional information**

Interest in the pre-qualification process should be expressed via email only to [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk), clearly stating within this email which contract / notice you are referring to. Please also provide, as a minimum, a contact name, full company postal address and telephone number.

The pre-qualification questionnaire and associated documents can be obtained at: [http://www.litmuspartnership.co.uk/project/london\\_school\\_of\\_hygiene\\_tropical\\_medicine\\_catering\\_services](http://www.litmuspartnership.co.uk/project/london_school_of_hygiene_tropical_medicine_catering_services)

The closing date for receipt of the Pre-Qualification Questionnaire is 30.12.2016 (12:00).

Tenderers are required to ensure that documents are obtained and returned to The Litmus Partnership Limited, by email to [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk) by the above closing date and time.

Documents in respect of economic / financial standing (where indicated in the Pre-Qualification Questionnaire) shall be returned to The Litmus Partnership Limited, by email to [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk) by the above closing date and time.

It will be the Tenderer's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this OJEU notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: London School of Hygiene & Tropical Medicine

Town: London

Country: United Kingdom

##### **VI.4.2. Body responsible for mediation procedures**

Official name: London School of Hygiene & Tropical Medicine

Town: London

Country: United Kingdom

##### **VI.4.4. Service from which information about the review procedure may be obtained**

Official name: London School of Hygiene & Tropical Medicine

Town: London

Country: United Kingdom

##### **VI.5. Date of dispatch of this notice**

29/11/2016