

Request for Quotation

Overview

Outwood Institute of Education (OIE) is part of Outwood Grange Academies Trust (OGAT). OGAT is a not for profit sponsor of primary and secondary academies and is recognised nationally as one of the highest performing chains of schools and is the highest performing family of schools in the North of England. We have developed our educational blueprint from the original school at Outwood Grange Academy and used this to sponsor schools, having a transformational effect on children's life chances within very quick timescales. Further details of the Trust can be found on our website: www.outwood.com.

The Outwood Institute of Education (OIE) delivers conferences and training events for both colleagues from OGAT and colleagues from other institutions and companies. The OIE is housed in a purpose built conference centre based at Outwood Academy Adwick, Doncaster.

You are invited to quote for the provision of A Freshly Delivered Buffet Service

This invitation is for the submission of a quotation issued by OIE. Subject to approval, the final contract may be let directly with the preferred quotes with which the school believes it will obtain best value. Catering and buffet volumes are determined on the number of conference bookings made and not set requirements each week but on average, we require average approximately 4 orders a week during term time weeks.

Specification of Requirements

The contractor will provide a range of hot and cold buffet products. The products will be prepared fresh, be appealing, tasty, and nutritious and offer excellent value for money for the OIE. Consideration should be given to ensure that:

- ✓ any animal products must meet minimum welfare standards
- ✓ fish should be certified to be fished from sustainable stocks
- ✓ wherever possible the best ingredients available should be used with limited use of frozen or pre prepared goods
- ✓ a determined and transparent effort is made to use locally sourced products where available and affordable

Further details of requirements:

- Buffets are required five days per week for both lunch and evening sessions (lunch delivery is usually around midday / evening delivery is usually around 3.30pm)
- A comprehensive range of sandwiches and buffet items is required
- Healthy options should be available
- Special dietary menu options should be available
- Free delivery on orders
- Hot & Cold buffets required
- Flexible ordering
- Online ordering
- Quality food and drink products must be used
- Crockery and serving equipment must be supplied and collected (all crockery and serving equipment should be collected so it is returned)

- Presentation of the buffets must be to a high standard

Examples

Vegans / Celiac

Bidder must be able to cater for any dietary requirements & have an expansive selection of menus for such.

Refreshments

Fresh juices 100% – Orange, Red Grape, Tropical, Strawberry, Apple etc.

Special Event Menus

For certain events, creative menus such as pizzas, cakes, afternoon tea should be available.

The contractor will comply with all H&S and hygiene legislation. The contract will be measured through both routine and unannounced audits and taste testing of product that have been delivered during monthly reviews.

The Service Provider will achieve and maintain high food safety standards, and have a strong food safety culture. To accomplish this The Service Provider will use a food safety management system based on the principles of HACCP (Hazard Analysis Critical Control Point). The Service Provider fully appreciate that HACCP alone will not secure safe food.

The contractor will follow other food hygiene/safety pre-requisites, such as:-

- Food Hygiene Training (require sight of certificates for staff)
- Robust pest control processes within their premises (information must be provided)
- Colour coded chopping boards within their premises
- Colour coded cleaning cloths within their premises
- Detailed daily and weekly cleaning schedules within their premises (information must be provided)
- The OIE must have an understanding of how the contractor will produce, transport and offer temperature controlled delivered buffets and drinks (details to be provided)

The above will underpin the Food Safety Management System (HACCP).

Food handlers must have a basic level 1 certificate in Food Hygiene (require sight of certificates for staff).

Allergens

All products provided must include allergen warnings if any ingredients include any of the 14 allergen ingredients. This must be **CLEARLY** stated in front of all platters

Halal

The Service Provider must comply with guidelines for the provision of fresh Halal meat as defined by the Halal Food Authority (HFA). A full description of Halal, as defined by the HFA, can be found on the HFA website at www.halalfoodauthority.co.uk HFA standards require meat to be pre-stunned prior to slaughter. Therefore, all Halal meat that The Service Provider serves is pre-stunned.

Quality Control	Who to Attend	Aim	Suggested Frequency
Contract Review Meetings	OIE Centre Manager Regional Manager	Present Termly Review Document – discuss any issues/concerns over the contract	Termly

Completion of the Price Schedule

Suppliers must fully complete the pricing schedule in Appendix A. Any additional services the Supplier wishes to add to the quotation must be highlighted in a separate matrix. Where applicable, any maintenance or ongoing costs over the life of the contract should also be identified and added into the final contract price.

All prices submitted shall be in pounds sterling, excluding VAT. Travel, delivery costs and any other expenses will also be included in the price. The school reserves the right not to accept “conditional quotations”.

References

Please identify three reference sites (where possible) and contacts where you have provided similar services ideally within an education environment;-

Reference 1 –

Reference 2 –

Reference 3 -

Appendix A – Pricing Schedule

Based on the specification requirements please submit your bid below detailing all costs involved within this quotation. Please provide a range of options, for example:

Menu A - Basic Buffet to include XYZ

Menu B - Regular Buffet to include XYZ

Supreme - Buffet to include XYZ

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Quote :- £

Please attach any supporting information that you would like to submit with your bid

Please email all quotes to oie@outwood.com no later than Friday, 11th January 2019.

The schools SLA (service level agreement) will be sent to the successful bidder for signature prior to the contract commencing