



GUIDANCE FOR LACA MEMBERS USING THE TUCO FRAMEWORK AGREEMENT FOR:

Supply & Distribution of
Milk, Dairy & Morning Goods



The University Caterers Organisation

TUCO is the leading professional membership body for 'in house' caterers operating in the higher and further education sector.

We are committed to advancing the learning and developing of catering and hospitality teams, and work to provide quality standards, advice and information to those working in the sector.

TUCO is committed to driving the health and well-being agenda on behalf of its members, and is at the fore of sustainability best practice.

Our procurement team work to secure the best possible value in all framework agreements, demonstrated by purchasing volumes in excess of £140m per annum.

This Framework is for the Supply and Distribution of Milk to Local Authorities (Lot 2) and Bread & Morning Goods to Local Authorities (Lot 5).

The purpose of this framework agreement is to deliver an efficient and compliant route to market for participating public bodies, by minimising resource and providing value for money.

The scope of commodities covered in the framework are as follows:

- › **Milk**
All varieties of milk (whole, semi-skimmed, skimmed, organic, UHT, flavoured etc) in a variety of pack sizes (3rds, pints, litres, pergal, jiggers/sticks etc)
- › **Dairy**
Cheeses, yoghurts, creams, butter, spreads
- › **Bread**
Sliced breads, rolls/baps, wraps, paninis in a variety of finishes (white, brown, wholemeal, granary, malted)
- › **Morning goods**
Fruit juice, croissants, crumpets, tea cakes, muffins, eggs
- › **Special requirements**
Soya/dairy free alternatives
Gluten-free alternatives
Artisan products
Green milk
Healthy eating

The benefits of using this Framework:

- › It is free to use for members.
- › Eliminates the need for organisations to individually undertake their own full procurement exercise, which saves time and resources.
- › Simplifies the process and removes the cost to public sector bodies in procuring the services and providers.
- › Legally compliant framework agreement developed within the EU public procurement regulations.
- › Consistent terms & conditions of contract.
- › Opportunity for further savings through further competition.
- › TUCO regularly audit the nominated suppliers to assist in the management and reduction of food safety risks.

FRAMEWORK

Start: 24/10/16

End: 23/10/21

Current Status

Extended (5th year due to COVID and in accordance with PPN1/20:)

OJEU Process

Restricted. Supplies.

Ref: 2016/S 083-147013

Call-off Guidelines

- › Call off via:
 1. Ranked or
 2. Mini competition
- › Lotted by category not region; therefore all suppliers in that Lot must be invited to bid
- › See last pages of document for full details
- › Further competition service available, free of charge, to TUCO members

Category Manager

Hannah Myton-Wright
hannah.myton@tuco.ac.uk
07535 713056

Pricing

Option to review every 6 months

[illegible]

Call-off from this framework agreement is by means of i) ranked (and ii) further-competition. Members will determine the correct lot to use when placing a call-off contract from the framework agreement by assessing their requirement against the available lots.

Members can choose how many suppliers they wish to award to as long as this is made clear at the start of the process.

Option One – Ranked

Institutions are required to contract directly with the first ranked Supplier (unless the first ranked supplier confirms that they do not have capacity to undertake the work; or cannot respond within the required timescales as detailed in the specification of requirements; or there are other relevant issues such as conflict of interest, in which case the second ranked Supplier should be appointed). If the second ranked Supplier cannot meet the need (by reason of issues detailed above), the third ranked supplier should be approached and so on. This award of a contract will take place after the Institution has discussed its specific requirements with the Supplier and agreement has been reached as to timescales, methodology/approach, specific service requirements and key milestones and performance indicators to be met. The Standard Terms and Conditions of any call-off contract shall be as those stated in the framework agreement and only minor points can be re-negotiated with the consent of the Supplier and the Institution such as Payment Terms. For individual assignments under longer term call-off contracts, instruction will be given and received as per the Specification of Requirements section of this ITT.

Option Two – Mini-Competition

When the framework agreement does not include all the terms governing the provision of the works, services and supplies concerned, the contracting authority must organise a 'mini-competition' between the providers which are party to the framework agreement.

Please contact the Category Manager to discuss further.