



**GUIDANCE FOR LACA MEMBERS USING THE TUCO  
DYNAMIC PURCHASING SYSTEM (DPS) AGREEMENT FOR:**

Supply & Distribution of  
Catering Innovation & Concept Solutions (CICS)



*"We use TUCO as a sounding board around the wider market place.... it's helpful to have a conversation with the TUCO team before we take action."*

**- Dafydd Aled Williams, Conwy Council**

*"It gives us peace of mind knowing the tendering side is taken care of and that we're getting value for money. To be honest, they are light years ahead of anyone else when it comes to frameworks."*

**- Sue Williams, Wrexham Council**

*"The fact that we join together with others under the TUCO umbrella, means that we benefit from being a member alongside bigger authorities."*

**- Ian Kemp, Denbighshire Council**

# TUCO



## PROCUREMENT

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 DPS Framework is for the Supply and distribution of European Food (Lot 1), Asian food (Lot 2), North & South American food (Lot 3), ROW food (Lot 4), Sweet treats (Lot 5), Bakery, Bread & Coffee shop (Lot 6), Drinks - non-alcoholic (Lot 7), Premium concepts (Lot 9), Rented space / licenced or "master licensee" model (Lot 10), Technology/equipment (Lot 11)

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:

- › **Lot 1 European food** (i.e. Italian, British, Spanish, Greek, French etc.) – Pizzas and ingredients, pastas, meatballs, vegetables and sauces. Meats/skewers served in flatbreads, wraps and pittas with sides and sauces. Marinated and breaded meat and fish.
- › **Lot 2 Asian food** (Chinese, Korean, Thai, Vietnamese, Japanese, Indian etc.) – Chinese meat and rice/noodle dishes, broths, steamed buns, battered meat and fish and sides. Authentic breakfast porridge. Indian meat and rice dishes, snacks and sides. Japanese curries, skewers and rice. Korean meat, sauces, kimchi and broths. Thai curries, rice/noodles and sides.
- › **Lot 3 North & South American food** (i.e. Mexican, Jamaican, American) – American BBQ and pulled meats and sauces, burgers, hot dogs, desserts and drinks. Jamaican meats, stews, patties, sauces, sides and drinks. Mexican nachos, chillies, burritos, sauces and sides. Regional dishes and BBQ by state.
- › **Lot 4 ROW** (Middle Eastern, African etc.) – Middle Eastern, African, Australian
- › **Lot 5 Sweet treats** (i.e. ice cream, gelato, waffles etc.) – Waffles, ice cream / gelato, frozen yoghurt concepts, freak shakes
- › **Lot 6 Bakery, Bread & Coffee Shop.** Coffee house dining and snacking – pastries, bread, cheese, sandwich fillers, soups, confectionery (cakes, pastries, cookies), crisps, quiche, deli meats, salad, breakfast, yoghurts and potted desserts and canapes. Bakery workshops.
- › **Lot 7 Drinks (non-alcoholic)** – slushies, post mix solutions, milkshakes
- › **Lot 9 Premium concepts** – Delivered perceived customer value and experience, brand and marketing support, site refurbes etc.
- › **Lot 10 Rented space / licenced or "master licensee" model** – As above by way of scope
- › **Lot 11 Technology** (to support/enhance supply of food and drink concepts). Reduced touch points. Wifi enabled order fulfilment heated/chilled food cabinets. Self-serve technology. HACCP systems; innovative cooking systems etc.

The benefits of using this Framework:

- › Legally compliant DPS agreement developed in accordance with the EU public procurement regulations.
- › Eliminates the need for clients and members to individually undertake their own selection process.
- › Availability of pre-prepared ITT templates to use to carry out 2nd stage of the DPS process.
- › Opportunities for savings through economies of scale.
- › Opportunity for new SMEs to join DPS at any time to increase competition within the agreement.

# FRAMEWORK

**Start:** 01/06/21

**End:** 31/05/26

## Current Status

Agreement within 2nd of 5-year agreement.

## OJEU Process

Dynamic Purchasing System  
Supplies/Services  
TUCO Ref: CAT11053-TU  
FTS Ref: 2021/S 000-006988  
(published 6th April)

## Call-off Guidelines

› Call off via:

1. Completion of stage 2 (ITT)

› Lotted by category not region; therefore all suppliers in that Lot must be invited to bid

› See Buyers Guide & Tender Evaluation Report for full details

› Further competition service available, free of charge, to TUCO members

## Category Manager

Hannah Myton-Wright  
07535 713056

## Pricing

N/A Pricing managed by TUCO member based on their Stage 2 award agreement

SUPPLIERS/LOT	1	2	3	4	5	6	7	8	9	10	11	12	13
BGL Rieber											●		
Bombay Halwa	●	●	●	●	●								
Bray Foods Ltd						●							
Calyx Drinks							●						
Change Please							●		●	●			
Chicken Joes Ltd t/a Love Joes	●	●	●	●									
Costa Coffee									●	●			
Datasym UK Ltd											●		
Dawn Foods Limited						●							
Delice De France Ltd						●							
Deli Lites (Ireland) Ltd						●							
Freshfayre Ltd						●							
Funnybones Foodservice			●										
Fwip					●								
Gamtol Ltd t/a Monika											●		
King Asia		●											
Kitchen Operating System											●		
Navitas Digital Safety Limited											●		
Nutritics											●		
Nero Holdings									●	●			
Nestle UK Ltd									●				
Pasta King (UK) Ltd	●	●	●										
Platinum Foods (INT) Ltd				●		●							
Pre Order Pods Ltd											●		
Pizza Plus	●												
Rollover LTD			●			●							
SeeWoo UK Limited		●								●			
Sessions Market Ltd	●	●	●			●				●			
SV365Technologies											●		
Tanpopo		●											
Technik2 Energy Solutions Ltd											●		
Theos Food Company	●												
Tugo Food systems	●		●	●									
UCC Coffee Uk Ltd									●				
Vegetarian Express Ltd	●	●	●	●		●							
YumpChop											●		

## How do I Select a Supplier from the DPS?

### Invitation to Tender (ITT)

Institutions wishing to undertake a Stage Two Invitation to Tender [within a particular lot] may do so by inviting all the supplier(s) appointed [to the relevant lot] to submit responses.

The original DPS agreement evaluation criteria should be applied, though the weightings may be amended depending on importance to the requirement by up to 10%. Substantial modifications are not allowed. If amending or adding questions they must be relevant and proportionate to the requirement under each Lot. No additional technical criteria can be introduced. Sub-criteria under the criteria above can be introduced but must be relevant to the requirement and criteria. As this is a Most Economically Advantageous Tender (MEAT) agreement, both technical and commercial evaluation criteria must be used in the Stage Two Invitation to Tender process.

Evaluation criteria that should be used is as follows:

DESCRIPTION LOTS 1-8	WEIGHTING
Pricing	45%
Quality - Corporate Social Responsibility	15%
Quality - Concept Sampling	40%
Contract Documents	Pass/Fail

DESCRIPTION LOTS 9-11	WEIGHTING
Pricing	55%
Quality - Corporate Social Responsibility	15%
Quality - Case Study	30%
Contract Documents	Pass/Fail

### How do I run Stage 2 of DPS?

When running the Stage Two of DPS Institutions must ensure that ALL suppliers appointed [within a lot] are invited to submit a return regardless of their geographical coverage.

Suppliers that have not been awarded a place on the DPS agreement MUST NOT be invited to partake in this Stage Two – Invitation to Tender process. However, suppliers can be added throughout the lifetime of the TUCO contract, therefore, you can request that potential new suppliers complete the Supplier Selection Questionnaire via the TUCO office. If successful they will be added to the DPS list so that they can partake in Stage 2 activity.

## Step 1 – Develop the Stage Two – Invitation to Tender of the DPS Tender Process

- 1) For each of the Lots (1 to 11), the following template documents have been created to assist you in the ITT stage:
  - a. Specification Per Lot. Members may also use their own, bespoke questions. Please read this document and amend to reflect your requirements. Please issue to supplier.
  - b. Pricing Schedule – Amend as necessary to reflect your requirements. Please issue to supplier.
  - c. Site visit and Presentation agenda template – if you wish to carry out a site visit / Presentation as part of the evaluation/ITT process, please complete the details on this form and issue to the supplier.
  - d. KPIs & SLAs – These are provided as a guide. Please check and amend if required to ensure they reflect your requirements. Please issue to supplier.
  - e. Weighted Evaluation and Scoring Methodology Template – this spreadsheet should correspond with and include all the questions you wish to ask the supplier as per your specification template.
  - f. The Weighted score column should be amended as per importance of question. Please issue this document to all suppliers under each Lot so that they can see the scores/weighting allocated to each question.
  - g. Notes to tenderers - Instructions for suppliers on how to complete the tender documents and tender information. The areas highlighted in yellow will require amendments.
  - h. Model Supply terms - Please issue to supplier.
  - i. Terms & Conditions Addendum - This document should be used to alter the above service Terms and Conditions document and if supplier Maintenance T's & C's will be used. Please issue to supplier.
  - j. DPS declaration - Supplier signature to their tender submission to declare bonafide submission. Please issue to supplier.
  - k. Contract Award document - Following the tender process, please complete and return to

TUCO Category Manager to highlight that you have made an award under this agreement.

2) The documents must state the weightings to be applied to the evaluation and the evaluation methodology to be used. In line with the DPS agreement, the criteria detailed in section 7 of the TUCO Buyer's Guide should be used. No additional technical criteria can be added however sub-criteria can be introduced but must be relevant to the requirements.

3) There are no limits for the duration of a contract

### Step 2 – Issue Documents

Once finalised, the documents must be issued to all suppliers on the DPS agreement (lot specific) at the same time. It is essential that all suppliers are treated equally. The documents must be issued electronically and able to be completed and returned electronically.

There is no set timeframe for supplier returns however, there must be a 10-day minimum time frame unless an alternative timeframe is agreed with all parties in advance i.e. mutually agreed date.

If carrying out stage 2 ITT in Scotland; Under the public contracts Scotland regulations 2015, there is no provision for a mutually agreed date. All authorities must allow at least 10 days for the return of a tender.

Please Note:

The Terms and Conditions of the DPS agreement have been defined and agreed at stage one and must not be amended. An Addendum can be used with the Contract Terms and Conditions for minor changes such as payment terms. Each awarded supplier may use their own Terms and Conditions for equipment lease/lease rental/equipment maintenance.

Suppliers who are not on the DPS agreement must not under any circumstances be included in the stage two - Invitation to Tender process.

Suppliers can only be selected for the Lot in question. Suppliers must not be selected from multiple Lots.

Site visits should be carried out as early as possible. Presentations can be held however must not be scored. Clarifications to tender responses can be asked at presentations and scores amended accordingly.

### Step 3 - Evaluate responses and select Supplier

Responses must be evaluated on the basis of Most Economically Advantageous Tender (MEAT) using the previously stated award criteria. Evaluate responses fairly taking into consideration that suppliers may wish for full feedback.

### Step 4 -Award

Once the evaluation stage is complete, the contract can be awarded. All Suppliers should be notified of the outcome. There is no express requirement to observe a standstill period in respect of an award under a DPS, however it is best practice to hold a standstill for all awarded contracts. If the contract is above threshold, then a voluntary standstill can be held in order to remove the threat of ineffectiveness being applied by the courts if the award were successfully challenged. All awarded contracts must be reported to TUCO and added to Contracts Finder within 3 months following award.

Suppliers can be added throughout the lifetime of the TUCO contract, therefore, members will need to request an updated list of suppliers for each Lot at the time of issuing their tender.