



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

Sustainable Food Waste Management Services



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 DPS agreement is for Sustainable Food Waste Management Services.

The purpose of this 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 services covered in the agreement are as follows:

- Lot 1 - On-Site Food Waste Innovation
- Lot 2 - Waste Disposable Cups
- Lot 3 - Waste Coffee Grounds
- Lot 4 - Off Site Food Waste Collection
- Lot 5 - Food Waste Oil Collection and Disposal Service
- Lot 6 - Catering Packaging (glass, cardboard, plastic, single use plastic, tin, tetra, etc.) Collection and Recycling Service
- Lot 7 - Compostable Packaging Waste Collection Service.
- Lot 8 - Food Waste Management Systems
- Lot 9 - Surplus Catering Equipment

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.

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:

| SUB WEIGHTING | SECTION WEIGHTING |
|--|-------------------|
| Pricing | 35% |
| Quality - Corporate Social Responsibility: | 15% |
| Quality - Project Specific | 50% |
| Contract Documents | Pass/Fail |
| TOTAL | 100% |

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

Institutions should develop a detailed specification which sets out their specific requirements. When developing the specification please take into consideration the following.

Under no circumstances should brand names or brand-specific descriptions of goods be used (e.g. Hewlett-Packard printer or BiC Biro pen). Descriptions should give reference to the characteristics and outputs of the product or service. Where no other description is possible, any reference should be qualified by adding the words 'or equivalent'.

2) It is highly recommended that an 'output-based' specification is used wherever possible to clearly define requirements. For example, if you were issuing an ITQ for a PC, you could state the required memory size, processor speed, hard drive capacity for example. This enables suppliers to quote for provision of goods/services that meet your minimum requirements and does not unfairly eliminate a supplier that cannot supply the exact brand/manufacturer of goods specified. This can also reduce the risk of unnecessarily over-specifying your requirement.

The documents must state the weightings to be applied to the evaluation (see above), and the evaluation methodology to be used. In line with this framework agreement, the following criteria should be used, no additional technical criteria can be added but sub-criteria can be introduced but must be relevant to the requirements. However, weightings can be adjusted to reflect individual requirements.

It is important that questions which have already been asked in the original tender are not re-evaluated at this stage. The evaluation criteria, and weighting applied to each, must be notified to suppliers during this stage of the competition process. For a full break down of questions asked at SQ stage.

The following template documents are available to use during this framework agreement: Specification template document – this document should be read and amended accordingly.

Tender Documents Workbook – Worksheets within this document should be completed.

These include, CSR questions, project specific questions, pricing matrix, food waste area, SLA's and KPI's.

Site visit template document – this document should be read and amended accordingly.

Successful and Unsuccessful letters – Documents should be read and amended accordingly.

Although these documents aren't mandatory it is best practice to send them to suppliers.

Contract Award Document – this document should be completed and returned to the TUCO Category Manager.

Schedule 1 Addendum to Services Terms & Conditions – Amend as necessary.

Step 2 – Issue Competition documents

The documents must be issued to all suppliers on the framework agreement at the same time. It is extremely important that all suppliers are treated equally.

It is important that a reasonable timeframe for responses is set, and which reflects the complexity of the requirement.

Please Note:

The Terms and Conditions of the framework agreement have been defined and agreed at the tender stage and must not be amended. An Addendum can be used with the Contract Terms and Conditions for minor changes such as payment terms.

Suppliers who are not on the framework agreement must not under any circumstances be included in the competition.

Where there are multiple lots, suppliers can only be selected for the lot in question and what they have been awarded on. Suppliers must not be selected from Lots they have not been awarded.

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 completed, the Call-off contract can be awarded. All Suppliers should be notified of the outcome of the competition.

Contract Award

You do not have to observe a standstill period following award of a competition, nor is there an obligation to provide a debrief.

TUCO Ltd Terms and Conditions

TUCO Ltd has overarching Terms and Conditions that govern the framework agreement and any call-off contract created through the use of the framework agreement.

Please refer to the TUCO Ltd. Terms and Conditions found on the TUCO website under the Food Waste Management Services framework agreement.