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Tender

## **Catering Services for the Orchard Community Trust**

Orchard Community Trust

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-000488

Procurement identifier (OCID): ocds-h6vhtk-05ffb1

Published 5 January 2026, 7:30pm

### **Scope**

### **Reference**

2026 - 01

### **Description**

The outsourced provision of catering services to the seven schools in the trust - 5 of which are primary's and 2 of which are all through special needs schools

### **Total value (estimated)**

- £4,750,000 excluding VAT
- £5,700,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 13 April 2026 to 13 April 2029
- Possible extension to 11 April 2031
- 4 years, 11 months, 29 days

Description of possible extension:

Based on quality and consistency of performance over the initial term and entirely at the clients discretion

### **Main procurement category**

Services

### **CPV classifications**

- 15894210 - School meals
- 55524000 - School catering services

### **Contract locations**

- UKG - West Midlands (England)

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## **Participation**

### **Legal and financial capacity conditions of participation**

Yes

Legal capacity

Tenderers must demonstrate that they:

# are a legally constituted organisation (e.g., company, LLP, registered charity, public body or other lawful entity) and are eligible to contract in the UK;

# have the corporate authority and capability to enter into and perform the contract;

# are not subject to any applicable exclusion grounds and are able to provide the required declarations and evidence through the Standard Selection/Preliminary Questionnaire process; and

# will comply with all applicable UK legislation and regulatory requirements relevant to the delivery of catering services (including food safety, hygiene, and employment law).

Financial and economic standing

Tenderers must demonstrate that they have sufficient financial and economic standing to perform the contract, including:

# submission of the most recent two years' published accounts (or equivalent evidence where accounts are not available, e.g., management accounts, audited statements, or parent company accounts/guarantee);

# confirmation that the Tenderer is not insolvent, in administration, in liquidation, or subject to any arrangement with creditors, and is not subject to proceedings of the same nature;

# evidence of appropriate financial resilience and capacity to deliver the contract for the full duration (including any extension options); and

# maintenance of the following minimum insurance levels (or a commitment to obtain them prior to contract commencement):

Employers' Liability: £10,000,000

Public Liability: £10,000,000 (or higher if required by the Authority)

Product Liability: £5,000,000 (or higher if required by the Authority)

Assessment approach

The Authority will assess these conditions on a pass/fail basis using the information and evidence provided. The Authority reserves the right to request clarifications and/or further evidence where necessary.

## **Technical ability conditions of participation**

Bidders must demonstrate they have the technical and professional ability to deliver a school catering service of a comparable nature, scale and complexity:

### Relevant experience

Evidence of delivering school catering services (primary and/or secondary schools) under contract within the last three (3) years, with a minimum of two (2) comparable contracts.

Comparable contracts should demonstrate delivery of:

- # term-time catering operations,
- # compliant food safety/hygiene systems,
- # menu planning and nutrition appropriate to a school environment,
- # safe staffing and operational management across one or more sites.

### References

Provision of a minimum two references from current or recent school clients (or equivalent education settings) confirming satisfactory performance.

### Operational capability

Demonstration of sufficient operational resources and management arrangements to deliver the service, including:

- # an identified contract management structure,
- # trained staff and supervision arrangements,
- # business continuity arrangements (including cover for key roles),
- # and supply chain capability to provide consistent food quality and service continuity.

## Food safety and compliance

Confirmation that the Tenderer operates a documented food safety management system based on HACCP principles and is able to meet the Authority's statutory and contractual requirements, including allergen management and audit compliance.

## Accreditations

The Authority does not require specific ISO accreditations. Tenderers may provide equivalent evidence of quality and safety management arrangements (e.g., third-party audits, internal audit regimes, policies and procedures).

## Assessment approach

The Authority will assess these conditions on a pass/fail basis using the evidence provided. Where necessary, the Authority may request clarifications and/or additional supporting evidence.

## Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## Submission

### Enquiry deadline

28 January 2026, 12:00pm

### Tender submission deadline

4 February 2026, 12:00pm

**Submission address and any special instructions**

<https://www.mytenders.co.uk/supplier/postbox/Login.aspx>

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

English

**Award decision date (estimated)**

19 February 2026

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**Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Commercial (Price & Financial Deliverability)	Tenderers will be evaluated on the competitiveness and financial realism of their proposals via Appendix E (Commercial Workbook). The evaluation will assess price competitiveness and the robustness/sustainability of pricing assumptions across the defined commercial elements (including food cost allowance, labour, management fee, mobilisation and sundry overheads), using the pre-published methodology (price ranking combined with price realism).	Price	55.00%
Technical Quality (Written Response)	Tenderers will be evaluated on the quality of their written Technical submission (Appendix D – Technical Response Narrative Requirement), covering governance and reporting, people and mobilisation, food offer and delivery, and sustainability/community. Responses will be scored in accordance with the published scoring matrix and question weightings.	Quality	40.00%

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Interview & Presentation	Shortlisted tenderers may be invited to an Interview/Presentation stage, evaluated as part of the Technical score. The session will assess delivery confidence and alignment to the Trust's requirements and will be scored as: Food & Culture (3%) and Business Presentation (2%).	Quality	5.00%

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## **Other information**

### **Payment terms**

Standard

### **Description of risks to contract performance**

No Specific Risks

### **Applicable trade agreements**

- Government Procurement Agreement (GPA)

### **Conflicts assessment prepared/revised**

Yes

## **Procedure**

### **Procedure type**

Open procedure

### **Special regime**

Light touch

### **Justification for not publishing a preliminary market engagement notice**

Established market, with multiple capable suppliers. The Authority has sufficient insight into models and pricing to proceed straight to tender.

This is a standard managed school catering service with defined scope, performance expectations, mobilisation and evaluation. No material uncertainty is anticipated that would justify market testing.

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## **Contracting authority**

### **Orchard Community Trust**

- Public Procurement Organisation Number: PHZW-3175-VNXR

c/o Watermill School

Stoke-on-Trent

ST6 6JZ

United Kingdom

Contact name: Kevin Pickford

Telephone: +447790973906

Email: [kevin.pickford@mya-consulting.co.uk](mailto:kevin.pickford@mya-consulting.co.uk)

Website: <https://www.orchardct.org.uk/>

Region: UKG23 - Stoke-on-Trent

Organisation type: Public authority - sub-central government

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## Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

### **MYA Consulting Ltd**

Summary of their role in this procurement: Managing procurement process on behalf of the academy trust

- Public Procurement Organisation Number: PQTW-8499-HZBD

Innovation House, Highfield Drive

St Leonards

TN38 9UH

United Kingdom

Contact name: Kevin Pickford

Telephone: +447790973906

Email: [kevin.pickford@mya-consultanting.co.uk](mailto:kevin.pickford@mya-consultanting.co.uk)

Website: <https://www.mya-consulting.co.uk/>

Region: UKJ22 - East Sussex CC

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## Contact organisation

Contact Orchard Community Trust for any enquiries.