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Tender

Wyre Forest School ~ Catering Tender

Wyre Forest School

F02: Contract notice

Notice identifier: 2025/S 000-004999

Procurement identifier (OCID): ocds-h6vhtk-04ded6

Published 13 February 2025, 4:05pm

Section I: Contracting authority

I.1) Name and addresses

Wyre Forest School

Habberley Road, Kidderminster

Worcestershire

DY11 6FA

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

Region code

UKG12 - Worcestershire

Internet address(es)

Main address

<https://www.wfs.worcs.sch.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://litmustms.co.uk/respond/MU2628TCJ4>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Wyre Forest School ~ Catering Tender

II.1.2) Main CPV code

- 55524000 - School catering services

II.1.3) Type of contract

Services

II.1.4) Short description

The successful Supplier will be required to provide Catering services for Wyre Forest school.

We are a broad-spectrum special needs school for children aged 3 to 19. We also have Russell House, a 16-bed weekly residential unit. We have only been in our building since April 2015. Before this the school was on two sites following the Wyre Forest restructuring in 2011 (Bewdley Road site, formerly Blakebrook, and Comberton Road site, formerly Stourminster).

II.1.5) Estimated total value

Value excluding VAT: £530,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKG12 - Worcestershire

Main site or place of performance

Worcestershire

II.2.4) Description of the procurement

The successful Supplier will be required to provide Catering services for Wyre Forest school.

We are a broad-spectrum special needs school for children aged 3 to 19. We also have Russell House, a 16-bed weekly residential unit. We have only been in our building since April 2015. Before this the school was on two sites following the Wyre Forest restructuring in 2011 (Bewdley Road site, formerly Blakebrook, and Comberton Road site, formerly Stourminster).

We share our campus with Baxter College. We also have a vocational hub and a Sixth Form which prepares children for life after school. Offsite we run the award-winning Blossom Tree Café in Springfield Park.

We work tirelessly to meet the needs of all the children, so they develop and progress academically, socially, emotionally and physically. Our values of enthusiasm, resilience, honesty, teamwork and trust shine out from all that we do. We have an exciting curriculum which is broad and balanced and make the use of our specialist facilities, including soft play, dark room, sensory rooms, vocational hub, hydropool, gym and riding for the disabled. We are also a communication specialist school and use sign-a-long, PECS and communication passports. We are passionate about the benefits of outdoor education from Forest Schools and The John Muir Award to outdoor pursuits, working the land and exploring the Wyre Forest. This work is crucial in building emotional resilience, teamwork and independence.

The contract covers the scope for the provision of all catering services within the School, including hospitality and free issue requirements.

The duration of the contract offered is three years commencing on 1 January 2026, concluding on 31 December 2028, with the opportunity to extend by up to an additional two years at the discretion of the governing body. There are 190 academic days each year, plus 5 teacher training days which require no catering service. There are currently 371 students and 304 staff, however this number is anticipated to increase to circa 427 during the period of the contract, with the addition of a number of extra classrooms.

The contract is offered on a 'guaranteed performance' basis. Currently Meal Deals of salad, main and pudding are at a maximum of £2.53 for pupils and staff £2.90, charged on consumption with margin applied. Currently circa 210 – 230 lunches are served each day, with circa 160 being plated and served via the classrooms, the remainder via the dining room service point. The School has a variety of dietary requirements that need accommodated, including allergies, sensory and individual pupil preferences.

The residential centre is open for meals Monday to Thursday during term time only and

commence a week after the main School, consequently serving for 185 days.

It is appreciated that a level of investment may be identified as a requirement of your bid, and therefore bidders are encouraged to provide detailed information of any equipment felt necessary. Bidders must provide the equipment make, model and cost and a justification of how this equipment will assist in fulfilling the proposal and potential of the service. All investment suggested must be fully justified within the Service Development and Finance sections of your Bidder Response. The level of investment provided will be at the School's discretion, subject to the method of obtaining the investment for the required equipment.

The quality of food provision will be critical and indeed your organisation must be flexible enough to source bakery, meat, fruit and vegetables and dairy products through local suppliers. It is expected that menus will feature and utilise products in season.

Please see SQ Document for more information.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £530,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 January 2026

End date

31 December 2030

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

To respond to this opportunity please click here:

<https://litmustms.co.uk/respond/MU2628TCJ4>

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

11 April 2025

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

26 May 2025

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

It will be the supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this contract notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://litmustms.co.uk/tenders/UK-UK-Worcestershire:-School-catering-services./MU2628TCJ4>

To respond to this opportunity, please click here:

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GO Reference: GO-2025213-PRO-29423187

VI.4) Procedures for review

VI.4.1) Review body

Wyre Forest School

Habberley Road, Kidderminster

Worcestershire

Worcesters

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom