

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/011518-2025>

Planning

Holiday and Activities Food Programme

Southend-on-Sea City Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-011518

Procurement identifier (OCID): ocds-h6vhtk-04f969 ([view related notices](#))

Published 27 March 2025, 12:02pm

Scope

Description

The Healthy Activities and Food programme (HAF) has been funded by the Department for Education to deliver activities and food to vulnerable children during school holiday periods. The aim of the programme is to make holiday places available to those most vulnerable children by supporting them to access food and activities for free.

Our HAF programme is a response to this issue with evidence showing that free holiday clubs can have a positive impact on children and young people and that they work best when they:

- provide consistent and easily accessible enrichment activities
- cover more than just breakfast or lunch
- involve children (and parents) in food preparation
- use local partnerships and connections, particularly with the VCSO sector

The holiday club places will be available for the equivalent of at least 4 hours a day, 4 days a

week, 6 weeks a year.

This covers four weeks in the summer, plus a week's worth of provision in each of the Easter and Christmas holiday Providers must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet school food standards.

Our expectation is that the majority of food served by providers should be hot, however, we acknowledge that there will be occasions when this is not possible and cold food should be used where it is appropriate.

All food provided as part of the programme must:

- comply with regulations on food preparation:
- take into account allergies and dietary requirements (see the allergy guidance for schools)
- take into account any religious or cultural requirements for food • meet School Food Standards guidance.

The holiday club places will be available for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year. This covers four weeks in the summer, plus a week's worth of provision in each of the Easter and Christmas holiday Providers must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet school food standards. Our expectation is that the majority of food served by providers should be hot, however, we acknowledge that there will be occasions when this is not possible and cold food should be used where it is appropriate. All food provided as part of the programme must: • comply with regulations on food preparation: • take into account allergies and dietary requirements (see the allergy guidance for schools) • take into account any religious or cultural requirements for food • meet School Food Standards guidance

The annual contract value is estimated to be £705,000.00 for year 1 with an option to extend the contract for a further 2 years in 1 year increments.

Contract dates (estimated)

- 24 June 2025 to 23 June 2026
- Possible extension to 23 June 2028

- 3 years

Main procurement category

Services

CPV classifications

- 85322000 - Community action programme
- 92000000 - Recreational, cultural and sporting services

Contract locations

- UKH31 - Southend-on-Sea

Engagement

Engagement deadline

25 April 2025

Engagement process description

The market engagement event will be a face to face meeting at the Civic Centre in Southend-on-Sea where an overview of the services and procurement timeline and process will be

presented. Expressions of interest to attend this event should be sent to meganhunt@southend.gov.uk and an invitation will be sent to attend the event. This is likely to be on the 23rd April from 10-12pm (please note this is subject to change)

Participation

Particular suitability

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

Submission

Publication date of tender notice (estimated)

28 April 2025

Procedure

Special regime

Light touch

Contracting authority

Southend-on-Sea City Council

- Public Procurement Organisation Number: PJDT-6566-GZNX

Civic Centre, Victoria Avenue, Southend On Sea, Essex

Southend On Sea

ss2 6fa

United Kingdom

Email: meganhunt@southend.gov.uk

Region: UKH31 - Southend-on-Sea

Organisation type: Public authority - sub-central government