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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): ocids-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.

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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

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## **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](mailto: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)

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## Participation

### Particular suitability

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

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## Submission

### Publication date of tender notice (estimated)

28 April 2025

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## Procedure

### Special regime

Light touch

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## 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](mailto:meganhunt@southend.gov.uk)

Region: UKH31 - Southend-on-Sea

Organisation type: Public authority - sub-central government