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Tender

Collis Primary School Meals Tender 2025

Collis Primary School

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

Notice identifier: 2025/S 000-016346

Procurement identifier (OCID): ocds-h6vhtk-0505e7

Published 22 April 2025, 5:09pm

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Scope

Description

The provision of a school meals service supplying midday meals during term time for an estimated roll of up to 706 pupils (Nursery = 76, KS1 = 270, KS2 = 360) and up to 100 staff, many of whom are part time.

Total value (estimated)

- £1,050,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 31 August 2028

- Possible extension to 31 August 2030
- 5 years

Description of possible extension:

2 further single years subject to mutual agreement

Main procurement category

Services

CPV classifications

- 55524000 - School catering services

Contract locations

- UKI7 - Outer London - West and North West

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

21 May 2025, 1:00pm

Tender submission deadline

23 May 2025, 1:00pm

Submission address and any special instructions

- a. All documents must be submitted electronically via email/electronic transfer no later than 1.00 pm on Friday 23rd May 2025
- b. One (1) emailed copy shall be delivered by email/electronic transfer to each of the following:
- c. Sarah Wooldridge, School Business Manager, Collis Primary School
via email: swouldridge@collis.richmond.sch.uk
- d. Andrew Etherington FIH, Senior Partner, AVL Consultancy Ltd
via email: andrew@avlconsultancy.co.uk
- e. All electronic documents shall be saved and submitted in either MS Word or pdf format.

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

20 June 2025

Award criteria

Name	Type	Weighting
Technical Ability	Quality	60%
Cost	Cost	40%

Other information**Conflicts assessment prepared/revised**

Yes

Procedure**Procedure type**

Open procedure

Special regimeLight touch

Contracting authority

Collis Primary School

- UK Register of Learning Providers (UKPRN number): 10076594
- Public Procurement Organisation Number: PWPW-1888-DPBV

Collis Primary School, Fairfax Road

Teddington

TW11 9BS

United Kingdom

Contact name: Sarah Wooldridge

Telephone: 0208 977 1458

Email: accounts@collis.richmond.sch.uk

Website: <https://www.collis.richmond.sch.uk/>

Region: UKI75 - Hounslow and Richmond upon Thames

Organisation type: Public authority - sub-central government