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Tender

CBC-1797-T-TS Catering Services - Shefford Lower School

Central Bedfordshire Council

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

Notice identifier: 2025/S 000-025135

Procurement identifier (OCID): ocds-h6vhtk-051eb0 ([view related notices](#))

Published 22 May 2025, 3:37pm

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Scope

Reference

CBC-1797-T-TS

Description

Shefford Lower School Catering Services

Please read and follow the information and guidance supplied below and within the Tender documents, this will help with your tender submission.

Word count limits apply, any information going over will not be considered.

Respond to ALL questions.

Additional documents or information not required will be disregarded.

Please note timeline with regards to questions and submission dates.

All communications, correspondences and clarifications must be sent via the In-tend portal.

Do not contact the Service area for information, please use the correspondence facility

Regularly view the Clarification tab for updates or responses to questions received by bidders.

Questions asked together with the response, will be made available to all bidders (if not Private and Confidential), this to ensure a fair and consistent approach to all.

Avoid uploading your return just prior to closing deadline as you may incur IT issues and we will not accept Tender Returns via e-mail.

The Council will provide as much support and information as it can to help guide you through the Tender process. If there is anything you are not sure of or need clarification on, please contact the Procurement lead using the correspondence facility within the In-tend electronic tendering system.

Opting In

To inform us of your decision to participate and to be able to submit a tender you will be required to Opt In. Opting In will confirm to us of your involvement and your intention to submit a tender return.

Opting Out

Will confirm that you are no longer interested in submitting a tender return. You will be able to provide a reason as to your decision if you wish. This will cease any system-generated communications. You will be able to opt back in at any point.

Target contract commencement date: 1st September 2025

Contract term: 3 years +1+1 optional

Total value (estimated)

- £575,000 excluding VAT

- £690,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 1 September 2028
- Possible extension to 2 September 2030
- 5 years, 2 days

Description of possible extension:

3 years +1+1 optional

Main procurement category

Services

CPV classifications

- 55520000 - Catering services
- 55524000 - School catering services

Contract locations

- UKH - East of England

Participation

This procurement is reserved for

UK suppliers

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

11 June 2025, 12:59am

Tender submission deadline

17 June 2025, 1:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/centralbedfordshire.aspx/Home>

Tenders may be submitted electronically

Yes

Award criteria

60% Quality 40% Cost Weighting Split

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Documents

Associated tender documents

<https://in-tendhost.co.uk/centralbedfordshire.aspx/Home>

Tender documents and details can be found on the In-tend Supplier portal and details on FTS.

Contracting authority

Central Bedfordshire Council

- Public Procurement Organisation Number: PVNH-1137-QJBX

Priory House, Monks Walk, Chicksands

Shefford

SG17 5TQ

United Kingdom

Contact name: Tina Sanders

Telephone: 0300300 5997

Email: procurement@centralbedfordshire.gov.uk

Website: <https://www.centralbedfordshire.gov.uk/>

Region: UKH25 - Central Bedfordshire

Organisation type: Public authority - sub-central government