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Tender

WCC - Westminster Connects Shopping and Hot Meals Service

Westminster City Council

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

Notice identifier: 2025/S 000-050670

Procurement identifier (OCID): ocids-h6vhtk-058c20

Published 21 August 2025, 8:48pm

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Scope

Reference

PRJ_30662

Description

As part of the Westminster Connects Programme, Westminster City Council (WCC) are looking to provide a Hot Meals Service to residents.

WCC requires a Hot Meals Service to run over winter 2025/26.

The hot meals service will be aimed at vulnerable residents aged 65+, living in the borough of Westminster to improve and promote health and wellbeing, independence and reduce social isolation.

The hot meals service will provide freshly cooked hot meals to be served at the resident's

home in Westminster.

The meal must be plated up for the service user, reducing the associated risks such as burns and kitchen accidents.

The provider should provide a welfare check when dropping of the meal, this should comprise of checking the individual is safe, not in immediate danger and is coping with any challenges they may be facing.

A further key element of the service is providing access to community meals for vulnerable residents aged 65+ who are unable to attend independently.

The Council expects that the provider will collect £2 from residents for each meal. This will be paid to Westminster City Council on a quarterly basis.

Choice and control are an important element of the service. The provider must ensure, wherever possible, that throughout service provision, residents can choose how their needs are best met. Choice could mean, but not limited to:

- o Dining at home via hot meal delivery or being supported to access a hot meal in a community-based location.
- o Days of the week that residents access the hot meals.
- o Meals options must include cultural (e.g. Kosher, Halal) and dietary preferences (e.g. diabetic friendly, textured meals)

Security of data – The provider must collect, monitor, and store data by adhering to the council's data security requirements

This opportunity and all associated procurement documents will be accessible via our City of Westminster Procurement and Contracts portal ("the Portal"), kindly visit <https://wcc.ukp.app.jaggaer.com> and search for the following reference: ITT_30479. If you have any questions, please submit these through the portal.

Our portal is free to register on.

To view details of the Opportunity via the Portal please click the following link and click on Opportunities: <https://wcc.ukp.app.jaggaer.com>

Or browse as follows:

- Connect to <https://wcc.ukp.app.jaggaer.com>

- Enter your Username and Password
- Go to Published Opportunities
- Click on the Project Title to view details

Total value (estimated)

- £125,000 excluding VAT
- £150,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 November 2025 to 31 October 2026
- Possible extension to 30 April 2027
- 1 year, 6 months

Description of possible extension:

1 x optional 6 month extension

Main procurement category

Services

CPV classifications

- 55521100 - Meals-on-wheels services

- 55521200 - Meal delivery service
- 85311100 - Welfare services for the elderly

Participation

Particular suitability

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

Submission

Enquiry deadline

27 August 2025, 12:00pm

Tender submission deadline

3 September 2025, 12:00pm

Submission address and any special instructions

<https://wcc.ukp.app.jaggaer.com/>

Tenders may be submitted electronically

Yes

Award criteria

Name	Type	Weighting
Quality / Technical	Quality	70%
Commercial / Price	Price	30%

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Contracting authority

Westminster City Council

- Public Procurement Organisation Number: PJVD-6261-BPPJ

64 Victoria Street

London

SW1E 6QP

United Kingdom

Email: procurementteammailbox@westminster.gov.uk

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

Region: UKI32 - Westminster

Organisation type: Public authority - sub-central government