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Tender

Invitation to Tender for the Management of the Catering Services at Harper Bell Seventh Day Adventist School

Harper Bell SDA School

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

Notice identifier: 2025/S 000-054363

Procurement identifier (OCID): ocids-h6vhtk-059523

Published 5 September 2025, 3:11pm

Scope

Description

Timeline:

Issue of Invitation to Tender - 5th September 2025

Bidding Companies to Visit Sites- 11th September 2025

Deadline for return of Tender Responses - 17:00 1st October 2025

Evaluation of Responses - 2nd-3rd October 2025

Presentations - 16th October 2025

Reference Site Visits - w/c 20th October 2025

Contract Awarded by - Friday 24th October 2025

Contract Commencement - Thursday 1st January 2026

Aims of the Service:

Harper Bell Seventh Day Adventist School wish to be at the forefront of school catering and as such require a modern, branded offer that reflects the leading trends in the industry.

At this time, the School's wish is to commence a catering contract, with a partner who shares their vision for a customer-focused service that attracts the maximum number of students. The meals that are to be provided must be appealing to customers, imaginative, provide good value for money and be nutritionally balanced to encourage all students to make an educated choice.

The School's objectives for the new contract are as follows:-

- Natasha's Law (2021): Full allergen labelling on all pre-packed food.
- Healthy eating promotion & food education initiatives.
- Seasonal, locally sourced produce prioritised.
- A catering service that is well managed and requires minimal involvement from the Schools' management team.
- A strong Contractor Area Manager who will develop and lead the team to deliver exceptional customer service, a consistently high-quality food offer and spend a substantial amount of time on site at the outset to undertake this.
- A Contractor who is proactive in their relationship management with the School.
- Investment in the Schools' Catering service through increased marketing in return for a tenure of contract.
- A higher number of students and staff using the facilities by providing a high quality, affordable and nutritious meal.
- A catering service that encourages students to take a healthy and balanced meal.
- Food and drinks that look appetising and are attractively presented.
- A Contractor that adopts a flexible and proactive approach to all school activities, especially in the need to have local facilities to support the School on occasion when the provision cannot be provided in the temporary facilities for whatever reason.
- A service that is professionally merchandised and marketed with discretion and to the

mutual benefit of the School and the Contractor.

- A Contractor that operates using the optimum level of staffing.

Total value (estimated)

- £330,481.25 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 January 2026 to 31 December 2028
- Possible extension to 31 December 2030
- 5 years

Description of possible extension:

3 years initial contract and then 2 optional 1 year extension taking the contract to a maximum of 5 years.

Main procurement category

Services

CPV classifications

- 55524000 - School catering services

Contract locations

- UKG31 - Birmingham

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

26 September 2025, 5:00pm

Tender submission deadline

1 October 2025, 5:00pm

Submission address and any special instructions

Please submit files to the Red Box Portal at: <https://redboxportal.com/dashboard>

Please also email all Tender responses to admin@redboxcs.com FAO William Turner-Meadows.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

24 October 2025

Award criteria

| Name | Type | Weighting |
|--------------------|---------|-----------|
| Commercial Scoring | Cost | 52% |
| Quality Section | Quality | 48% |

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Special regime

Light touch

Reduced tendering period

Yes

Light touch contract - no minimum

Documents

Associated tender documents

<https://redboxportal.com/dashboard>

Please request documents from admin@redboxcs.com

Contracting authority

Harper Bell SDA School

- Public Procurement Organisation Number: PLYP-8372-NRRG

29 Ravenhurst Street

Birmingham

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United Kingdom

Contact name: Rachael Downs

Email: r.downs@hbsda.bham.sch.uk

Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government