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Planning

## **Co-ordination of Holiday Activities and Food Programme Across London Borough of Hammersmith and Fulham**

London Borough of Hammersmith and Fuham

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-058622

Procurement identifier (OCID): ocds-h6vhtk-059f69

Published 22 September 2025, 3:54pm

### **Scope**

### **Description**

The government has announced funding of the Holiday Activity and Food (HAF) programme for the next three financial years 2026/7. This covers holiday provision during Easter, Summer and Christmas holidays.

We are looking for an organisation to act as the coordinator of Holiday Activities and Food programme in the borough. The coordinator is expected to manage and run a grant award process to establish suitable holiday provision and incorporating other provision delivered by the council or partners as well as any other funding opportunities to create a complete holiday offer for school aged children across all school holidays.

Contract funding will be in two parts:

Element 1 - for administrative costs related to coordination

Element 2 - For delivery of provision of face to face holiday provision including grants to local organisations for delivery, events, equipment, venues and external marketing costs.

**Total value (estimated)**

- £550,000 including VAT

Above the relevant threshold

**Contract dates (estimated)**

- 2 March 2026 to 2 March 2029
- Possible extension to 2 April 2031
- 5 years, 1 month, 1 day

**Main procurement category**

Services

**CPV classifications**

- 55241000 - Holiday centre services

**Contract locations**

- UK - United Kingdom

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**Engagement****Engagement deadline**

6 October 2025

## Engagement process description

The market engagement process will include completing a questionnaire the submission deadline date will be Monday 6th October 2025 12.00 noon. The questions and information are below: <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2025>. The programme provides healthy meals, enriching activities, and free childcare places to children from low-income families, benefiting their health, wellbeing and learning.

Hammersmith and Fulham Council is planning to retender for the coordinator of their local delivery of the HAF programme. This contract will be for a minimum of 3 years for delivery from the start of FY 2026/27 with the possibility of extension of up to 2 years.

The requirements of the Coordination contract include:

- Mapping and ensuring there is adequate holiday provision, targeted towards those most in need
- Working with providers to meet grant requirements including safeguarding, risk assessments and monitoring visits
- Promoting provision and ensuring good uptake
- Working with providers to support council outcomes for children and young people
- Supporting providers with training, development and links to additional resources and partners.
- Reporting to the council and DfE

The provider is expected to manage and distribute grant funding for the delivery of the HAF programme on behalf of the Council. This funding is primarily targeted local VCFS organisations that can demonstrate a good record of local delivery and/or address gaps in provision.

This approach looks to continue the model of HAF delivery established by the Council in 2021.

The council is keen to hear from:

- Organisations interested in or with experience of, coordinating HAF provision
- local providers of holiday activities for school aged children, in particular VCFS organisations

Questions.

- Does the proposed model support good value and good outcomes for local school aged children?
- Does it effectively support local providers and reduce barriers to funding?
- Are there any changes to this model that would better support these aims?

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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)**

20 October 2025

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## **Contracting authority**

### **London Borough of Hammersmith and Fuham**

- Public Procurement Organisation Number: PHTW-6333-BQGD

Town Hall, king street

London

W6 9JU

United Kingdom

Email: [procurement@lbhf.gov.uk](mailto:procurement@lbhf.gov.uk)

Website: <https://www.capitalesourcing.com>

Region: UKI33 - Kensington & Chelsea and Hammersmith & Fulham

Organisation type: Public authority - sub-central government