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Tender

Invitation to Tender for the Management of the Catering Services at Coloma Convent Girls' School

ST OSCAR ROMERO CATHOLIC ACADEMY TRUST

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

Notice identifier: 2025/S 000-059442

Procurement identifier (OCID): ocids-h6vhtk-05a17f

Published 24 September 2025, 5:09pm

Scope

Description

Coloma Convent Girls' 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 whilst adapting to a diverse demographic of customers.

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, inclusive, imaginative, provide excellent 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: -

- A catering service that is professionally managed and works in partnership with Business & Operations Leadership.
- A strong Contractor & Group/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.
- Flexible menus to fit local demographics
- Food education initiatives, pupil engagement and improved social dining experience
- Seasonal, locally sourced produce prioritised.
- Food and drinks that look appetising and are attractively presented.
- A service that is professionally merchandised and marketed with discretion and to the mutual benefit of the School and the Contractor.
- Natasha's Law (2021): Full allergen labelling on all pre-packed food.
- HMC Halal Compliance where required.
- To work with the School to develop a social dining ethos leading to a higher number of students and staff using the facilities.
- A Contractor that adopts a flexible and proactive approach to all School's activities, specifically involving student engagement at Secondary level within food education and skills development.
- A Contractor that is dedicated to supporting our local communities through Social Value enterprise and engagement activities.
- A Contractor that operates using the optimum level of staffing.

Tender Timeline:

Issue of Invitation to Tender - w/c 22nd September 2025

Bidding Companies to Visit Site - Monday 6th October 2025

Clarification Deadline - Friday 10th October 2025

Clarification Return Deadline - Wednesday 15th October 2025

Deadline for return of Tender Responses - Wednesday 22nd October 2025 - 4:00pm

Presentation by shortlisted bidders to the School - Thursday 6th November 2025

Reference site visits - Friday 7th November 2025

Contract Awarded by - Monday 10th November 2025

Mobilisation Meeting - w/c Monday 20th November 2025

Contract Commencement - Thursday 1st January 2026

Total value (estimated)

- £828,540 excluding VAT
- £994,248 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:

Initial 3 year contract, year 4 and 5 are optional extensions.

Main procurement category

Services

CPV classifications

- 55524000 - School catering services

Contract locations

- UKI6 - Outer London - South

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

10 October 2025, 11:59pm

Tender submission deadline

24 October 2025, 4:00pm

Submission address and any special instructions

Submissions to be submitted on the Red Box Portal

<https://www.redboxportal.com/>

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

10 November 2025

Award criteria

Name	Type	Weighting
Quality	Quality	58%
Cost	Cost	42%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

ST OSCAR ROMERO CATHOLIC ACADEMY TRUST

- Companies House: 13260387
- Public Procurement Organisation Number: PCDZ-9383-PCYV

Coloma Convent Girls' School

Croydon

CR9 5AS

United Kingdom

Email: admin@redboxcs.com

Region: UKI62 - Croydon

Organisation type: Public authority - sub-central government