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Tender

## **St James CofE Primary School Weybridge Catering Tender**

St James CofE Primary School Weybridge (RM&C)

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

Notice identifier: 2025/S 000-062603

Procurement identifier (OCID): ocids-h6vhtk-05a8f2

Published 6 October 2025, 4:01pm

### **Scope**

### **Reference**

RMandC/2025/SJPS/497

### **Description**

St James CofE Primary School is putting its catering contract out to tender with a contract start date of 1st September 2026 (tbc). Currently on roll is 174 pupils in KS1 and 235 pupils in KS2. See SQ Document Part 1 for more details

### **Total value (estimated)**

- £1 excluding VAT
- £1 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 September 2026 to 31 August 2029
- Possible extension to 31 August 2031
- 5 years

Description of possible extension:

Renewal possible after 3 years subject to satisfactory performance.

### **Main procurement category**

Services

### **CPV classifications**

- 55524000 - School catering services

### **Contract locations**

- UKJ25 - West Surrey

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

17 November 2025, 1:00pm

### **Submission type**

Requests to participate

### **Deadline for requests to participate**

17 November 2025, 1:00pm

### **Submission address and any special instructions**

Follow instructions in the Part 1 Document. You can submit your completed SQ Part 2 response via the mytenders portal <https://www.mytenders.co.uk>. Or to be emailed to the school and RM&C Consultants Ltd as detailed in the Part 1 Document. Please do not embed your documents into the Part 2 document, provide your additional documents / policies as attachments.

### **Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

English

**Award decision date (estimated)**

23 February 2026

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**Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>
Scoring Example	Please complete the SQ Part 2 Quality document and use the Scoring Example to see what you will score.	

**Weighting description**

The Selection Question response will be scored using the scoring example attached.

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**Other information****Conflicts assessment prepared/revised**

Yes

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**Procedure**

## **Procedure type**

Competitive flexible procedure

## **Competitive flexible procedure description**

The first stage is the SQ's will be scored against the advertised template and the School will invite up to five companies achieving the pass mark for interview (you may achieve the pass mark but not be selected for the ITT stage), provided at least five suitable companies achieve the pass mark.

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## **Documents**

### **Associated tender documents**

[https://www.mytenders.co.uk/Authority/NoticeBuilder/NoticeBuilder\\_FileDownload.aspx?id=614954](https://www.mytenders.co.uk/Authority/NoticeBuilder/NoticeBuilder_FileDownload.aspx?id=614954)

1) SJPS SQ Document Part 1

[https://www.mytenders.co.uk/Authority/NoticeBuilder/NoticeBuilder\\_FileDownload.aspx?id=614956](https://www.mytenders.co.uk/Authority/NoticeBuilder/NoticeBuilder_FileDownload.aspx?id=614956)

2) SJPS SQ Document Part 2

[https://www.mytenders.co.uk/Authority/NoticeBuilder/NoticeBuilder\\_FileDownload.aspx?id=614959](https://www.mytenders.co.uk/Authority/NoticeBuilder/NoticeBuilder_FileDownload.aspx?id=614959)

### 3) SJPS SQ Scoring Example

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## Contracting authority

### St James CofE Primary School Weybridge (RM&C)

- Public Procurement Organisation Number: PQYM-4285-YRXL

Grotto Way

Weybridge

KT13 8PL

United Kingdom

Email: [admin@stjames-weybridge.surrey.sch.uk](mailto:admin@stjames-weybridge.surrey.sch.uk)

Region: UKJ25 - West Surrey

Organisation type: Public authority - sub-central government

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## Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

**RM&C Consultants Ltd**

Summary of their role in this procurement: Management Consultants in providing tender management to schools/trusts.

- Companies House: 04208069

Suthernwood View, Woodcote Road

South Stoke, Reading

RG8 0JJ

United Kingdom

Contact name: Sue Allen

Telephone: +44 7939599571

Email: [Sue.allen@rmandcconsultants.co.uk](mailto:Sue.allen@rmandcconsultants.co.uk)

Website: <http://www.rmandcconsultants.co.uk>

Region: UKJ14 - Oxfordshire

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## Contact organisation

Contact St James CofE Primary School Weybridge (RM&C) for any enquiries.