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Tender

## Invitation to Tender for Catering Services

Hanslope Primary School

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

Notice identifier: 2025/S 000-073457

Procurement identifier (OCID): ocds-h6vhtk-05e038

Published 13 November 2025, 11:15am

### Scope

### Reference

Hanslope Catering Tender

### Description

Hanslope Primary School state funded school for students aged 4-11. Hanslope Primary is located in the Village of Hanslope in Milton Keynes. We currently have 273 students on role. Around 150 of those order school provided lunches each day. We are hopeful that with an updated menu and the offer of more variety, that number will increase.

We require nutritional meal options for our students that meet food standards. The options should include, a hot meal, vegetarian, vegan, halal and sandwich/cold and gluten free. All meals should be accompanied by a desert. The menu should be regularly updated or on a 3-weekly rotation.

We do not have a kitchen facility here so all preparation would need to be completed off site and the food brought in. The site would need to be close enough to ensure the food is kept to temperatures in accordance with food safety standards (a hot serving counter may be required).

We require friendly, approachable and efficient members of staff to be provided by the catering company to serve the food and engage with children ages 4 to 11. We have 2 lunch sittings, so would need the food to be onsite and ready to serve at 11.45am and completed at 1pm.

We would like the catering company to do their own administration work in regards to the meal ordering, dietary requirements and allergies, queries and complaints. A procedure would need to be in place for any emergency food required for children who do not have lunch. Once service is completed, the catering company would take away any bulky food waste and serving plates/utensils to be washed at an external facility.

We cannot have any traces of nuts in the food due to allergies. The catering team will need to demonstrate excellent management of allergies. Themed days, specifically around Census day is needed to encourage the ordering of meals.

We currently have an average of 150 students ordering lunches per day. We are hopeful this will increase given a new menu and good food quality.

## **Commercial tool**

Establishes a framework

## **Total value (estimated)**

- £74,000 excluding VAT
- £74,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 12 April 2026 to 12 April 2028
- Possible extension to 12 April 2030
- 4 years, 1 day

Description of possible extension:

If quality and service are kept to a high standard we will continue to contract

## **Main procurement category**

Services

## **CPV classifications**

- 55520000 - Catering services

## **Contract locations**

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

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## **Framework**

### **Maximum number of suppliers**

Unlimited

### **Maximum percentage fee charged to suppliers**

0%

### **Framework operation description**

Applications will be reviewed and invitations to meetings be sent out.

### **Award method when using the framework**

With competition

### **Contracting authorities that may use the framework**

Establishing party only

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

7 January 2026, 1:00pm

### **Tender submission deadline**

12 January 2026, 10:00am

## Submission address and any special instructions

Enquires and submissions to be emailed to [admin@hanslope.milton-keynes.sch.uk](mailto:admin@hanslope.milton-keynes.sch.uk)

## Tenders may be submitted electronically

No

## Languages that may be used for submission

English

## Award decision date (estimated)

2 March 2026

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## Award criteria

Name	Type	Weighting
Pricing	Price	40%
Food quality and variety	Quality	20%
Safety procedures surrounding allergies and dietary requirements	Quality	15%
Adaptability to theme days and special events	Quality	15%
Administration and communication with parents	Quality	10%

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## Other information

## Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Documents

### Associated tender documents

[Hanslope Carering tender 13.11.25.docx](#)

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## Contracting authority

### Hanslope Primary School

- UK Register of Learning Providers (UKPRN number): 110230
- Public Procurement Organisation Number: PDCC-2781-MBLW

Long Street Road, Hanslope

Milton Keynes

MK19 7BL

United Kingdom

Contact name: Aylsa Downard

Telephone: +441908510245

Email: [admin@hanslope.milton-keynes.sch.uk](mailto:admin@hanslope.milton-keynes.sch.uk)

Region: UKJ12 - Milton Keynes

Organisation type: Public authority - sub-central government