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Tender

Catering Provision at South Wales Fire Service Headquarters

South Wales Fire and Rescue Service

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

Notice identifier: 2025/S 000-074031

Procurement identifier (OCID): ocids-h6vhtk-05e197

Published 14 November 2025, 2:28pm

Scope

Reference

SWT038

Description

This invitation to Tender (ITT) has been issued by the Contracting Authority who are seeking to award a below-threshold contract for the provision of Catering at South Wales Fire and Rescue Service Headquarters.

The aim of this process is to select a company to provide a facility offering refreshments to staff and visitors in the canteen area and also hospitality associated with meetings, conferences and training events.

The canteen will serve as a social anchor point for staff. In addition to providing meals and refreshments, it will also function as a neutral, inclusive space that fosters informal interaction, cross-team collaboration, and cultural cohesion supporting the wellbeing of South Wales FRS staff.

Total value (estimated)

- £150,000 excluding VAT
- £180,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 31 March 2026 to 30 March 2027
- Possible extension to 30 March 2029
- 3 years

Description of possible extension:

Options to extend annually for an additional two years following expiry of initial contract period

Main procurement category

Services

CPV classifications

- 55520000 - Catering services

Contract locations

- UKL15 - Central Valleys

Participation

Conditions of participation

All conditions of participation are outlined in the tender pack

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

3 December 2025, 5:00pm

Tender submission deadline

12 December 2025, 12:00pm

Submission address and any special instructions

<https://www.sell2wales.gov.wales>

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type
Quality	Quality of Service provision	Quality
Price	Subsidy Required	Price
Social Value	Social Value Considerations	Quality

Weighting description

Quality

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=352082

ITT Part 1

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=352083

ITT Part 2

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=352084

Appendix 1 - Canteen Area

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=352085

Appendix 2 - Canteen Images

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=352086

Appendix 3 - Staff Attendance

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=352087

Appendix 4 - Business Continuity

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=352088

Appendix 5 - Terms and Conditions

Contracting authority

South Wales Fire and Rescue Service

- Public Procurement Organisation Number: PQMW-9436-MMYZ

South Wales Fire and Rescue Service Headquarters

Llantrisant

CF72 8LX

United Kingdom

Contact name: Lee Bunkham

Telephone: 01443 232000

Email: L-Bunkham@southwales-fire.gov.uk

Website: <https://www.southwales-fire.gov.uk>

Region: UKL15 - Central Valleys

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales