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Tender

Collingwood College - Catering Tender

Collingwood College

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

Notice identifier: 2025/S 000-078614

Procurement identifier (OCID): ocds-h6vhtk-05ec41

Published 1 December 2025, 4:05pm

Scope

Description

Collingwood College is one of Surrey's best performing secondary schools, consistently delivering excellent outcomes for students aged 11 to 18.

We are committed to developing responsible, independent and happy young people who have a strong moral code and contribute to society both economically and socially. Students have the self-belief to take a 'no-limits' approach to their learning and be the best that they can be. In all aspects of College life they can be proud of who they are, develop a growth mindset and become well-equipped to meet the challenges of the future.

Further information regarding the School can be obtained here:

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

Tender information:

The successful tenderer will be required to provide excellent catering services to Collingwood College, which has 1,718 pupils and 218 teaching and support staff.

The contract term being tendered is for three years, 1st September 2026 - 31st August 2029. There is an option for a further extension period for up to two additional years to 31st August 2031.

The contract offers an excellent opportunity to review and propose enhancements to the current catering services at the School. This includes but is not limited to; breakfast, morning break, lunchtime and after school services, over the academic year, plus hospitality services upon request.

The school is keen to secure a high quality catering service including fresh locally sourced ingredients prepared on site, with a menu design that is flexible to suit the requirements of the school's specific students. The school is proud of its 'family ethos' and expects both a tightly managed service and a management style delivered by the successful contractor that supports, encourages and develops the catering staff.

The school is not obliged to accept the lowest price submitted for this tender, rather the school is keen to secure 'best value' from this contract and to deliver 'best value' to its students. Innovative and creative ideas as to how the services can be developed and value added, will be welcomed. The school seeks a contractor that is keen to work in partnership and who will deliver to its highest abilities, at all times.

Value of contract:

The annual value of the current contract is £471,677 (the total sales including fsm, in the last contract year).

Therefore the value of this contract is £2,358,385 (above total x 5 as this contract is for a maximum of 5 years)

The contract shall be a guaranteed performance contract with any hospitality requirements billed separately.

The tender process will be run under a two stage Competitive Flexible procedure.

Additional requirements and information:

- The school has a minimum requirement for a contractor's employers' liability and public liability insurances of £5 million
- The minimum annual turnover that your company must have achieved to be considered for this opportunity is £500,000
- There are not incumbent catering staff currently within the Local Government Pension Scheme
- The catering services are currently contracted to Innovate (Impact Food Group)

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Camberley:-School-catering-services./665245FG54>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/665245FG54>

Total value (estimated)

- £2,358,385 excluding VAT
- £2,830,062 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:

There is an option for a further extension period for up to two additional years to 31st August 2031.

Main procurement category

Services

CPV classifications

- 55524000 - School catering services

Contract locations

- UKJ2 - Surrey, East and West Sussex

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

6 January 2026, 12:00pm

Submission type

Tenders

Deadline for requests to participate

6 January 2026, 12:00pm

Submission address and any special instructions

<https://www.delta-esourcing.com/respond/665245FG54>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

27 April 2026

Award criteria

Name	Type	Weighting
Quality	Quality	65%
Cost	Cost	35%

Other information**Applicable trade agreements**

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

This procurement will be run under the Competitive Flexible Procedure. This will follow a two stage approach, with stage 1 being the Procurement Specific Questionnaire (PSQ). Here a minimum of 5 candidates (or less, in the event less than 5 meet the minimum criteria) and a maximum of 10 candidates, will progress to stage 2. Any selection of tenderers will be based solely on the criteria set out for the procurement and a minimum score of 60% must be achieved.

Selected tenderers will then be invited to stage 2, the Invitation To Tender (ITT). Here, the evaluation of tender response will be set as 35% price and 65% quality.

Contracting authority

Collingwood College

- Public Procurement Organisation Number: PTRV-4855-WBMN

Kingston Road

Camberley

GU15 4AE

United Kingdom

Contact name: Rachel OGrady

Telephone: +44 1252 977017

Email: tenders@rivapartnership.co.uk

Region: UKJ25 - West Surrey

Organisation type: Public authority - sub-central government

Other organisation

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

RIVA Partnership Ltd

Summary of their role in this procurement: Procurement Consultancy supporting the Contracting Authority

- Public Procurement Organisation Number: PPWL-9222-MYRJ

Hones Business Park, 1 Waverley Lane

Farnham

GU9 8BB

United Kingdom

Contact name: Rachel OGrady

Telephone: +44 1252 977017

Email: tenders@rivapartnership.co.uk

Region: UKJ25 - West Surrey

Contact organisation

Contact Collingwood College for any enquiries.