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Tender

## **St Francis of Assisi Catholic Academy Trust - Catering Tender**

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

Notice identifier: 2025/S 000-083513

Procurement identifier (OCID): ocids-h6vhtk-05f713

Published 16 December 2025, 4:06pm

### **Scope**

### **Description**

We are a family of Catholic schools in the Roman Catholic Deanery of the Lea Valley and whilst each school retains its own distinctive ethos and mission, we are united in our endeavours to deliver a Catholic education excelling in the academic, pastoral and spiritual life, and which produces fully flourishing pupils. We are currently 8 primary schools and 1 secondary school, and we have active plans for imminent growth which will result in more schools joining the Trust within the next 12-18months.

We take much inspiration from by the charism of St. Francis - To be caring towards everyone in the community; Being compassionate - standing up especially for the poor and oppressed; Acting with reverence towards all creation; Being peacemakers, reconcilers, and healers to all those in need.

Further information regarding the Trust can be obtained here:  
<https://www.stfrancistrust.net/>

Tender information:

Our Schools:

- 1.Sacred Heart Catholic Primary School
- 2.St Augustine's Catholic Primary School
- 3.St Cross Catholic Primary School
- 4.St Joseph's Catholic Primary School (Bishop's Stortford)
- 5.St Joseph's Catholic Primary School (Hertford)
- 6.St Joseph's Catholic Primary School (Waltham Cross)
- 7.St Thomas of Canterbury Catholic Primary School
- 8.St Paul's Catholic Primary School
- 9.St Mary's Catholic School (secondary)

All 9 schools listed above (8 primary and 1 secondary) - are participating in this tender. Please note this is a growing trust where additional schools may join during the new contract term. Additional schools that join may, at the Trust's discretion, be added to this contract.

The successful tenderer will be required to provide excellent catering services to the schools.

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 all of the Schools within the Trust. 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 Trust 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 each of the Trust's specific students. The Trust 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. Management must be present and engaged, actively building relationships at both school and Trust level and driving the contract forwards at all times. Monthly management information is expected to be timely, accurate and easy to interpret.

The Trust is not obliged to accept the lowest price submitted for this tender, rather each 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 Trust seeks a contractor that is keen to work in partnership and who will deliver to its highest abilities, at all times.

### Competitive Flexible Procedure

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 40% price and 60% quality.

### Value of contract:

The annual value of the current contract is £950,000

Therefore, the value of this contract is £4,750,000

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 Trust 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 £2 million.
- There are incumbent catering staff currently within the Local Government Pension Scheme.
- The catering services are currently contracted to Aspens Services and HCL.
- As above, please note this is a growing Trust and any other schools that may join the Trust during the tenure of this new catering contract may, at the Trust's discretion, be

added to this contract.

•Please note that the successful tenderer will be required to pay the RIVA tender fee for this project directly to RIVA, upon their contract award.

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

<https://www.delta-esourcing.com/tenders/UK-UK-Bishop's-Stortford:-School-catering-services./B4M629U25Y>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/B4M629U25Y>

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

- £4,750,000 excluding VAT
- £5,700,000 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**

- UKH23 - Hertfordshire

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## **Participation**

### **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

20 January 2026, 12:00pm

### **Submission type**

Tenders

## Deadline for requests to participate

20 January 2026, 12:00pm

## Submission address and any special instructions

To respond to this opportunity, please click here: <https://www.delta-esourcing.com/respond/B4M629U25Y>

## Tenders may be submitted electronically

Yes

## Languages that may be used for submission

English

## Award decision date (estimated)

7 May 2026

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## Award criteria

Name	Type	Weighting
Quality	Quality	60%
Price	Price	40%

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## Other information

## **Applicable trade agreements**

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

## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Competitive flexible procedure

### **Competitive flexible procedure description**

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## **Contracting authority**

## **St Francis of Assisi Catholic Academy Trust - Catering Tender**

- Public Procurement Organisation Number: PHNV-3197-BYWL

c/o St Mary's Catholic School, Windhill

Bishop's Stortford

CM23 2NQ

United Kingdom

Contact name: Rachel OGrady

Telephone: +44 1252 977017

Email: [tenders@rivapartnership.co.uk](mailto:tenders@rivapartnership.co.uk)

Region: UKH23 - Hertfordshire

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.

### **RIVA Partnership Ltd**

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

- Public Procurement Organisation Number: PPWL-9222-MYRJ



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GU9 8BB

United Kingdom

Contact name: Rachel OGrady

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Email: [tenders@rivapartnership.co.uk](mailto:tenders@rivapartnership.co.uk)

Region: UKJ25 - West Surrey

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## Contact organisation

Contact St Francis of Assisi Catholic Academy Trust - Catering Tender for any enquiries.