



Fixed Price Catering Services Tender Document

For

Thomas Alleyne's High School	ST14 8DU
Oldfields Hall Middle School	ST14 7PL
Ryecroft Middle School	ST14 5NW
Windsor Park Middle School	ST14 7JX
All Saints First School	ST10 4SR
Bramshall Meadows First School	ST14 5EQ
Hutchinson Memorial First School	ST10 4NB
Picknalls First School	ST14 7QL
The Richard Clarke First School	WS15 3BT

Tender Specification To Supply Managed Catering Services



Schedule 1	Invitation to Tender
Schedule 2	Introduction
Schedule 3	Operational Requirement
Schedule 4	Miscellaneous Overheads
Schedule 5	Trading Information
Schedule 6	Gross Margins and VAT
Schedule 7	Production Standards and Portion Sizes
Schedule 8	Breakdown of Staffing Requirements
Schedule 9	Statutory Requirements
Schedule 10	Basis of the Contract
Schedule 11	Contract Monitoring
Schedule 12	Accounting Method and Contractors Earnings
Schedule 13	Pre-Opening Programme
Schedule 14	Information that must be returned in the Tender Bid

SCHEDULE 1

The Invitation to Tender

Innovate2Educate Partnership invites tenders for the full supply of catering services, based upon the terms and conditions of this Invitation to Tender (ITT):

Thomas Alleyne's High School	ST14 8DU
Oldfields Hall Middle School	ST14 7PL
Ryecroft Middle School	ST14 5NW
Windsor Park Middle School	ST14 7JX
All Saints First School	ST10 4SR
Bramshall Meadows First School	ST14 5EQ
Hutchinson Memorial First School	ST10 4NB
Picknalls First School	ST14 7QL
The Richard Clarke First School	WS15 3BT

The award of this contract, as evidenced through the published evaluation matrix (see appendix E), focuses on the excellence of the food provided.

- 6th February 2026 – TUPE & trading data available.
- 9th February 2026 ITT published on Find A Tender.
- 13th February 2026 onwards ITT documents sent to prospective bidding companies.
- 23rd February 2026 @ 10.00am there will be an on-line “Meet The Client” opportunity.
- There will be an opportunity for bidding companies to view the schools w/c 2nd March 2026 (N.B. bidding companies will arrange access to schools direct with individual school business managers).
- 30th March 2026 – tenders to be submitted by 12.00 noon (35 days after contract notice published in FTS).
- 13th April 2026 – short-listing complete (based on the published evaluation matrix) for bidding companies to make a further presentation to Innovate2Educate Partnership.
- 29th April 2026 – tender presentations to Innovate2Educate Partnership.
- Week ending 8th May 2026 the successful applicant will be notified (subject to standstill period and references).
- 1st September 2026 contract commences.

No information contained within this document or in any communication (future or past) made between Innovate2Educate Partnership and any potential providers (including their agents, sub-contractors or any subsidiaries) in connection with the tender process shall be relied upon as:

- Constituting a contract, agreement or representation that any contract shall be offered in accordance with this document; and/or
- A promise or representation as to the future.

Innovate2Educate Partnership reserves the right, without notice and at its absolute discretion, to change or terminate the tendering process or procedure for the provision of catering services at any time before the signing of any contract.

Innovate2Educate Partnership reserves the right not to award a contract and is not bound to accept the lowest price or any tender response.

Innovate2Educate Partnership may, at its discretion, vary the process and timetables outlined in this document and/or waive or relax the application of any requirements in relation to any prospective provider.

Innovate2Educate Partnership will not be liable for any costs incurred by prospective providers in preparing their tender response.

This document is made available on the condition that it is only used in connection with the tender process for the provision of catering services being conducted by Innovate2Educate Partnership

Innovate2Educate Partnership will treat all information received from prospective providers as private and confidential.

Specifically:

- The Trust will be keen to understand how efficiencies could be gained by consolidating production kitchens across the schools.
- Ryecroft Middle School will join effective from 1st September 2028, but for the financial analysis of this tender, data should be included as per the documentation.

Tenders submitted must fully deal with the following where appropriate and will need to meet with the Client's own legal advice on this:

The Trust is covered by the Fair Deal on pensions which means that in order to continue provision for LGPS, the admission will be based on a ‘pass through’ basis, with the successful contractor paying the employer pension contributions as of April 25 (see TUPE data). This % contribution may vary through the contract period and the successful contractor will pay at any varied rate. As such any admissions commence “fully funded” i.e. there is no surplus or deficit on commencement of the new admission body. It pays the same

pooled employer contribution rate as the letting body, and there is no deficit to be paid or surplus to be refunded on exit.

The Trust is covered by the Fair Deal on pensions which means that in order to continue provision for LGPS, the successful bidder must secure/have in place admitted body status.

Copies of the response to the tender (electronic copies only) should be returned to:

Fergus Small
info@cateringtender.co.uk

Andy Storer
Chief Finance Officer
A.Storer@i2e.org.uk

All responses must follow the terms and conditions of the tender.

Please note that all the information required in the tender document must be included, following the layout and in the order requested.

Any additional information, if considered necessary, must be enclosed in a separate document.

SCHEDULE 2

Introduction

Innovating today, educating for tomorrow”

Our family of nine Staffordshire schools provides an innovative educational journey from ages 3-18, offering a seamless progression through each stage of learning. Each school maintains its unique character while benefiting from the strength of our collaborative partnership.

We place our pupils at the heart of everything we do, creating innovative learning environments where every child is inspired to excel. Through our connected approach to education, our schools support children as they progress through each educational stage.

SCHEDULE 3

Operational Requirement

3.1	School Specific Current Catering Provision Data
3.2	Duration of the Contract
3.3	Service Provision
3.4	Menu Variety
3.5	Term Dates
3.6	School Specific Catering Service Objectives
3.7	Safe Working Systems
3.8	Emergency Services
3.9	Meal Charge Review
3.10	Refuse Disposal
3.11	Maintenance and Call Out Procedures
3.12	Marketing
3.13	Transport and Distribution
3.14	Smoking and Alcohol
3.15	Customer Surveys
3.16	Fire Fighting Apparatus
3.17	Operational Requirement
3.18	Summary of Responsibilities

3.1 School Specific Current Catering Provision Data:



3.2 Duration of the Contract

The initial contract will be for three years with an option to extend for a further two years up to a maximum of five years.

3.3 Service Provision (this will vary amongst schools)

- i** Breakfast – The Trust recognises the importance to the whole school of an appropriate breakfast service and is keen to receive proposals about how this service could operate.
- ii** Break is viewed as a particularly important service for pupils that may leave home without adequate breakfast and who have insufficient time to make use of the breakfast service.
- iii** Lunch Service is an ideal opportunity to encourage the uptake of a more traditional style of lunch, and healthy/vegetarian options play a key role here.
- iv** Light Refreshment Service – the Contractor shall undertake to provide a light refreshment service when required to:
 - Trustees
 - Visitors
 - Headteachers
 - Senior Teaching Staff
 - Information Days
 - Parents Evenings
 - Inset Days
 - Evening Events – prize giving

The successful contractor will put in place a “hospitability request form” which will need to be authorised by each school before being fulfilled.

N.B. There are no sole catering rights for the caterer in respect of these requirements.

3.4 Menu Variety

The successful contractor will recognise that for some pupils that this is the only hot meal that pupils receive in the day. This may be due to deprivation or simply it may be professional families who only have time to provide a snack/sandwich tea later in the day.

Although snack dishes may be extremely popular, all of the menus submitted will be assessed on the flair and innovation demonstrated, balanced against the requirement to provide an operationally cost-effective service.

Innovate2Educate Partnership is particularly keen to see the menu provision focussed on a choice of composite meals to discourage pupils from making poor diet choices from a multitude of individually priced items and to further enhance the learned dining experience.

The menus should include authentic international dishes with consideration given to vegetarian diets. Menu planning should incorporate ethnic food weeks that can then link to curriculum activity.

It is the Trust's policy to encourage the promotion of healthy eating to its pupils wherever practical and desirable. It will be the responsibility of the caterer to promote this policy through:

- compilation of nutritional well-balanced menus;
- providing taster sessions for opening evenings/mornings for prospective pupils and their parents
- engaging marketing and merchandising techniques
- locally sourced and fresh/seasonal ingredients
- safe food handling and presentation

N.B. HFA Halal to be made available where requested by individual schools.

3.5 Term Dates

See <https://www.thomasalleynes.uk/page/?title=Term+Dates&pid=37>

N.B. All schools run to the same term dates.

3.6 Trust Specific Catering Service Objectives

Mandatory/Legal	Essential Requirements
<ul style="list-style-type: none"> • Government requirements for catering in schools <ul style="list-style-type: none"> - The School Food Plan to be fully met and that provides a balanced nutritional offer for all students, including those on Free School Meals. • Menus must be routinely compiled with choices to allow for both religious and special dietary requirements. • Attainment of 5* "Scores on the Doors" EHO inspection. • Legally compliant & best practice solution to deal with food allergies and preferences. • All foods to be clearly labelled (along with allergens data) so that pupils know what is on offer and can choose with confidence. • Portion sizes that are flexible and whilst meeting Government guidelines, also meet and exceed the expectations of each pupil. • The Trust must be able to access specialised nutritional support to assist in catering for students & staff with medical conditions impacted on by the food provision. 	<ul style="list-style-type: none"> • A food service offer that reflects trends within the catering industry: <ul style="list-style-type: none"> - Provenance - Sustainability/food waste - Gluten free - Vegetarian/vegan - Local purchasing/reduced food miles • Commitment to increasing (or maintaining where particularly high uptake already exists) the uptake of main meals amongst pupils and staff, with a focus on healthy choices. To be achieved by: <ul style="list-style-type: none"> - offering sample pots of forthcoming dishes/changes to the menu. - to include menu options for the Summer term to include picnic days and baguette days etc. - to consider Year 6 menu options to help prepare these students for secondary school. • Food For Life/Soil Association accredited menus. • An interesting salad bar that introduces students to new food items/tastes and textures but does not increase wastage. This may vary from a salad cart through to salad options on the servery counter. • Promotion of a safe, enjoyable and sociable dining experience for students, with food counters regularly

	<p>topped-up during the lunchtime service through a strong front-of-house management presence.</p> <ul style="list-style-type: none">Where any packaging must be used (school trips etc.), then this must be recyclable.Termly, a parent and child after-school cooking club led by the Contractor's culinary team (both on-site and off-site staff). To focus on school specific needs e.g. healthy eating on a budget etc.Contractor to ensure systems are in place for regular feedback from different levels of stakeholders (students, parents/carers etc.)Catering staff to uphold a warm and friendly manner when interacting with pupils and staff and the modelling of required behaviours with children, such as the use of manners.Participation in a termly Trust catering review meeting with data presented ahead of the meeting so that informed decisions can be made. Also, attendance at any student/stakeholder events.Systems to give management information so as to plan the future with accuracy.Involvement in school events such as parent/guardian information evenings in order to promote this important element of the school dayMenus must take account of local variations/preferences whilst at the same time maintaining nutritional integrity.Where person-specific support for students or staff is required, then bespoke eating plans will need to be compiled by the specialised nutritionist.Theme days that may be linked to curriculum activities, religious celebrations or just fun days such as Halloween!A flexible approach and willingness to proactively engage with the Trust when issues such as the COVID pandemic calls for changes to be implemented at speed.
--	---

3.7 Safe Systems

The caterer shall implement a safe system by which it can demonstrate due diligence in all kitchen procedures, and which can be made available to all local enforcement agencies.

3.8 Emergency Services

In the event of an emergency or closure of all or part of the normal services, the catering service will be provided to meet the schools' needs and will be subject to discussion between the contractor and the schools, having due regard to the operational practicalities. Should it not be possible to reach an agreement on the provision of costs of these services the Client will be free to seek alternative tenders for that service.

3.9 Meal Charge Review

It is the Trust's policy to review meal charges, normally in line with inflation etc, on an annual basis and on commencement of the new academic year. Proposals for the revision of meal prices, together with relevant support documentation, e.g., sales mix and revised recipe costings, shall be submitted to the CFO for approval and authorisation, prior to any implementation of the changes.

3.10 Refuse Disposal

All kitchen production waste in respect of cardboard and tins to be manually compacted and to be taken daily to the designated waste collection area and deposited in the specific waste containers. Food waste should also be taken to the designated collection container.

All other waste should be manually compacted and adequately sealed in polythene sacks where practical and should be taken daily to the designated collection area by the Contractor at a minimum at the end of each working day.

3.11 Maintenance and Call-out Procedures

Provided directly by the Client.

3.12 Marketing

The Contractor is expected to maximise the use of all catering facilities through the adoption and employment of effective marketing policies and techniques. It will be the responsibility and the cost of the Contractor to develop specific marketing proposals for the services, which should be fully discussed and agreed with the Client prior to their implementation.

The use of the Contractor's logo or supplier's identification on printing, stationery etc. will be restricted and subject to the Client's prior approval.

3.13 Transport and Distribution

The Contractor shall ensure that where food or beverages are transported within and out with the schools, distribution practices and procedures comply with relevant legislation and codes of good practice.

3.14 Smoking, Drugs and Alcohol

Smoking is strictly prohibited on the schools' premises. The consumption of alcoholic and drugs by catering staff during working hours is not permitted. No person under the influence of drink or drugs will be permitted access to the Client premises.

3.15 Customer Surveys

The Contractor will carry out stakeholder (pupils/parents/guardians/members of Council/staff) surveys as a minimum annually and as a maximum termly. The timing, form and scope will be agreed with the Client. The Contractor will provide results of each survey in writing to the Client.

3.16 Fire Fighting Apparatus

The Contractor shall not without the prior written consent of the Client interfere with or remove any fire fighting apparatus (save in the event of its being required for a fire emergency) or make any change in the premises which is likely to increase any existing degree of fire risk or produce a new fire risk.

The Contractor's site managers are to be a designated fire warden for the catering department.

3.17 Operational Requirement

i The Service shall in all respects comply with the Operational Requirement as amended from time to time and incorporated in the Contract Amendment clause.

ii Changes to the Operational Requirement

Should any amendment to the scope of the Service or content of the Specification be proposed by either the Client or the Contractor, their representatives will meet to discuss the effect of such proposals, including the effect upon any of the following elements:

Management Fee

Staffing Levels

Miscellaneous Overhead Budget

Any such effect upon these entitles shall be no more than a fair and reasonable adjustment.

iii No amendment may be made to the Specification without the written consent of the Client.

iv The Contractor will accept and implement immediately any amendment to the scope of the Service requested by the Client provided that the parties have also agreed an amended price where applicable.

3.18 Summary of Responsibilities

i **General**

This Section describes the general responsibilities of the Contractor under the Terms of the Contract, in order to give the Contractor an indication of the scope of its obligations in agreeing to provide the Services.

ii **Contractor's Responsibilities**

The Contractor shall under the Terms of the Contract be responsible for:

- a** Providing the Services in accordance with the provisions of the Operational Requirement; Schedule 3.
- b** Maintaining financial records and submitting financial information as required by the Client.
- c** Purchasing all consumable and non-consumable commodities and other materials required for providing the Services.
- d** The recruitment, employment and training of catering management and staff and all other appropriate personnel functions.
- e** Cleaning catering areas and equipment regularly and to the required standard (Appendix C).
- f** Compliance with health, safety and hygiene standards and particularly, in accordance with the provisions of the Food Safety Act 1990, the Food Hygiene (General) Regulations 1970, the Food Hygiene (Amendment) Regulations 1990 (Schedule 9.2), the EU Food Information for Consumers Regulation 1169/2011 and PPDS Regulations 2021(Natasha's Law).
- g** The receipt of goods, their safe and hygienic storage and the disposal of refuse.
- h** To exercise due care and attention when using equipment provided by the Client. The Client expects to only repair/replace equipment through fair wear and tear.
- i** Security procedures – complying with all school procedures, for example, accidents, dangerous occurrences, emergencies, first aid, restricted apparatus, postal services and failure of equipment and services.
- j** Any other provisions not referred to in this Section but detailed elsewhere in this document.
- k** A biannual deep clean of the kitchen areas to include extraction ductwork.

iii The Client's Responsibilities

The Client shall be responsible for:

- a** Determining the requirements in terms of service timings, menus and provision.
- b** Confirmation of operating budgets and the monitoring of the budgetary performance of the catering facilities.
- c** Appointing as appropriate sub-contractors to supply, for example, building repair services.

- d** Control of catering assets, capital budget provision for the replacement of assets.
- e** Monitoring of all catering operations which includes, but is not limited to, physical inspections of the facilities to monitor the following:
 - Cleanliness and maintenance of equipment and facilities
 - Quality of materials purchased
 - Source of supply of materials purchased
 - Standards of service
 - Pest control
- f** Ensuring that the building fabric, in all catering areas is maintained in an appropriate condition.
- g** Cleaning the dining room and kitchen walls above a height of 2 metres, ceilings and windows of the premises.
- h** Ensuring the provision of all main services to catering premises including heating, lighting, ventilation, water, gas and electricity. This provision of services is made on the basis of “reasonable consumption”. Excess consumption, over and above existing levels will allow the Client to review this provision and could result in a levy being raised to the Contractor.
- i** Authorisation of functions to be held in the catering facilities.

SCHEDULE 4

Miscellaneous Overhead Costs

For the purpose of the tender the Contractor should show the cost of the following overheads, based on the descriptions detailed below. Please show these costs on Submission 7.

4.1 Disposables

No packaging for foods will be allowed other than a recyclable serviette for self-help.

4.2 Uniforms

Please submit the style and costs (Submission 7) for staff uniforms that are based on the quality considered most suitable for the contract.

4.3 Training

See Schedule 8.1.

4.4 Cleaning

The cleaning of all kitchen preparation and storage areas will be the responsibility of the Contractor to a height of 2 metres, including the floor area (see Appendix C). The cost of all cleaning materials should be shown.

4.5 Health and Safety

See Schedule 9.2

4.6 Telephone/Broadband

- i** Telephone/broadband will be provided by the schools for official calls only by the Contractor.
- ii** The Contractor shall provide, at their own cost, a personal computer to ensure that costings, stocks, free issue recharging and electronics from other users can be received. The type of equipment supplied must be acceptable to the school.

4.7 Light Equipment

Light equipment will be provided. Your views are required on the current light equipment in use and any alternatives that you feel are appropriate to increase standards whilst maintaining an efficient service. Your proposals should be included in Submission 5c.

Requisitions for new and replacement equipment will be made through the Client, who will use the allocated reserves from within the financial costs (see Submission 7).

4.8 Services

The Client shall provide the following services:

- i** Heating
- ii** Hot and cold water supplies
- iii** Electricity
- iv** Gas
- v** Electrical lighting
- vi** Pest control

4.9 Other Costs

Any other costs should be shown on Submission 7 with a full breakdown and explanation. Additional costs will not be agreed unless it can be proved that they could not possibly have been identified at the tender date.

4.10 Final Note

All costs should be supported by calculations that illustrate their accuracy.

SCHEDULE 5

Trading Information

5.1 Data has been provided in schedule 3 along with that included in the financial submission Excel spreadsheet

The above information is only for guidance in the preparation of the tender. The tenderer must satisfy themselves by their own investigations of the accuracy of such information.

Trading information provided includes data around Ramadan, Eid, examination leave, school trips etc. all of which should be readily recognised and reflected within the Contractor's financial submission 7.



I2E Catering Tender
Trading Data - Oldfi



I2E Catering
Trading Data - Wind

INSERT DATA HERE REQUESTED IN TERMINATION LETTERS

SCHEDULE 6

Gross Margins and VAT

6.1 The Contractor is required under the terms hereof to make purchases of goods and services. All such purchases shall be made at the most competitive prices available to the Contractor and shall be net of any discount agreements between the Contractor and supplier. Any further discounts negotiated (including prompt payment, over-riding discount agreements etc) shall be returned in full. The tenderer should disclose the gross profit percentage achievement for each category in Submission 7.

6.2 Value Added Tax

In the interests of the school, the tenderer is required to include their detailed proposals for the most suitable and cost-effective system of VAT treatment.

The proposals should include, but not be restricted to the following:

- i** To supply the catering service as an agent, principal or both.
- ii** Responsibility and management of income and identify where output VAT applies.
- iii** Ownership of stock.
- iv** Invoicing arrangements.

SCHEDULE 7

Production Standards and Portion Sizes

7.1 The tenderer should base their costs on the minimum portion sizes set out in Appendix B.

7.2 The successful Contractor will be expected to produce fresh, high-quality dishes. The Contractor is required to ensure that all goods purchased for consumption are:

- i** of ‘prime quality’ or ‘class 1’ quality.
- ii** fresh and undamaged on receipt.
- iii** of the source and specification anticipated.
- iv** meet all relevant and statutory regulations on delivery.
- v** all deliveries must be checked for the above quality, stored and prepared hygienically in accordance with relevant statutory conditions and due diligence procedures.

7.3 The tenderer is requested to provide details of any quality assurance systems currently operated and procedures used to monitor the application and consistency of such systems. In addition, the tenderer is asked to comment on the Company’s approach to formal quality assurance systems and indicate the steps taken, if any, to achieve the necessary accreditation (Submission 10).

SCHEDULE 8

Breakdown of Staffing Requirement

The Contractor will be responsible for the appointment of staff at a level agreed by the Client. These staff will remain in the employ of the Contractor by whom their terms and conditions of employment must be agreed.

8.1 Training

A training programme plan should be submitted (Submission 5a).

Internal training costs will not be considered as a payment by the Client. All internal training will be deemed as an essential and necessary part of the Contractor's service.

8.2 Quality of Staff

The Contractor will be expected to employ experienced staff and where appropriate, with the necessary qualifications. The Contractor must be satisfied that all staff employed are physically and medically fit for the purpose of working with food.

The Contractor shall, where the Client has given reasonable grounds for replacing any employee, do so within twenty-four hours with another suitably qualified employee, unless the contractor can show good reason why this is not possible.

8.3 Staffing Structure

It is considered that TUPE applies to this contract. If TUPE continues to apply, then the Contractor shall provide information to the Client in order that it may inform potential future employers/contractors of their legal liabilities.

Key personnel including the Area Manager, who would be responsible to the Client must be listed with their qualifications and a copy of their curriculum vitae on Submission 10. Please also list your regional and company management structure and indicate the anticipated frequency and purpose of visits to the school by key area/regional/head office personnel.

8.4 Rates of Pay

All TUPE details are detailed in Appendix D.

Allowance must be made for any ramifications of the projected increase in NLW as from April 2027.

8.5 Total Cost of Staffing

The total cost of staffing including on costs must be included in Submission 5.

The Contractor will be responsible for staff wages and their associated costs.

8.6 Safeguarding

All staff must have Enhanced DBS clearance before the commencement of the contract and details made available to the school, this applies to staff who may be subject to TUPE Transfer. It cannot be assumed that staff subject to TUPE transfer already have the required clearance.

The Contractor must provide the Client with a copy of their Safeguarding Policy and a Letter of Assurance confirming all staff have had satisfactory clearance at the beginning of each academic year. These details should be updated for every new starter before their employment commences.

The Contractor will, at its own expense, undertake Client specific staff safeguarding training as required by the Client.

SCHEDULE 9

Statutory Requirements

9.1 Insurance

The Contractor shall hold all relevant insurances including Public and Employee Liability Insurance to the level of not less than £10,000,000 for any one occurrence or series of occurrences arising out on any one event.

9.2 Statutory Legislation

All existing European Community and United Kingdom legislation is complied with at all times. This includes but is not limited to:

- the Health and Safety at Work Act 1974
- the Food Act 1984
- the Food Safety Act 1990
- the Food Hygiene (General) Regulations 1970
- the Food Hygiene (Amendment) Regulations 1990
- the Food labelling Regulations 1984
- Control of Substances Hazardous to Health Act 1989.
- EU Food Information for Consumers Regulation 1169/2011.
- PPDS Regulations 2021 (Natasha's Law)

9.3 The tenderer is required to include a copy of their Health and Safety Policy and Due Diligence procedures in Submission 10. This should include vendor-approved procedure, viability of supplier goods tracking from inception to completion.

9.4 The Contractor will submit to the Client their standard induction process to cover fire safety, emergency evacuation, car parking, security etc.

9.5 The tenderer is required to give details of their policy on complaints/non-compliance both to the customers and the Client in Submission 10. This should include their follow up corrective action procedure.

SCHEDULE 10

Basis of the Contract

- 10.1** The initial contract will be for three years with an option to extend for a further two years up to a maximum of five years.
- 10.2** Client may from time to time, by giving notice in writing to the contractor, amend the operational requirement. Any such variation shall be subject to a fair and reasonable price adjustment to be agreed between the Client and the Contractor.
- 10.3** The award criteria are detailed in Appendix E.

SCHEDULE 11

Monitoring

11.1 Client Liaison

The schools' Business Manager will meet with the Contractor's catering manager weekly and area manager monthly for discussions on standards of all aspects of the contract.

The area manager and regional manager shall also be required to attend a formal termly review and planning meeting.

To accompany monthly invoicing, the Contractor will provide a formal monthly report based around financial performance, staffing levels and menu feedback from the differing stakeholders.

11.2 Open Book Policy

The Client or their representative shall have access to all records and documents relevant to the catering service, both at the Contractor's offices and records kept on site and will be expected to give full co-operation during a catering audit.

The Contractor will be expected to make regular assessments on performances of quality and quantity of food and beverages, commodity prices, health, safety and hygiene etc and make genuine attempts to inform the Client of these assessments.

11.3 The Client has made arrangements for the Contractor's performance to be monitored.

SCHEDULE 12

Accounting Method and Contractors Earnings

12.1 Accounting Conditions

The Contractor will pay all suppliers on behalf of the Client.

The Contractor will compile a trading statement that clearly shows a breakdown of all expenditure and purchases incurred. The trading statement will show actual results against the budget, both for the period and cumulatively.

The amount shown on the invoice will be paid in line with Submission 7.

The Client will not reimburse the Contractor for costs incurred through negligence, or through damage to stock unless caused by equipment failure.

12.2 Contract

Any discounts paid to the Contractor (including over-rider discounts) in relation of purchases made on behalf of the Client, will be declared and passed on to the Client by the Contractor.

The Client will not pay percentage related pay roll or administration charges. Any such services must be reflected in the management fee.

The tenderer must confirm their willingness and ability to comply with Schedules 12.1, and 12.2.

SCHEDULE 13

Pre-Opening Programme

The tenderer must explain how they would ensure the successful opening of the service.

A preopening programme should be included in Submission 8. Any costs incurred by the successful caterer ahead of contract commencement should be seen as an investment by the Contractor and not shown as a separate cost line.

SCHEDULE 14

Information That Must Be Returned In The Tender Bid

To ensure that the returned tender is valid, contractors are warned that all information requested must be included within the returned bid. All calculations and assumptions must be explained and supported by back up information.

The tenderer is also reminded that all food, beverage and other purchases are to be shown net of all discounts. All discounts will be returned to the Client.

Appendices

Appendix A	Conditions of Tender
Appendix B	Specimen Portion Sizes
Appendix C	Cleaning
Appendix D	TUPE Information
Appendix E	Tender Evaluation Matrix
Appendix F	Tariffs

APPENDIX A

Conditions of Tender

Every tender received by Innovate2Educate Partnership shall be deemed to conform to:

The tenderer must obtain for themselves at their own responsibility and expense all information necessary for the preparation of their tenders.

Information supplied to the tenderer by the Client is only for guidance in the preparation of the tender. The tenderer must satisfy themselves by their own investigations of the accuracy of such information.

The tenderer is required to complete and provide all information required by the Client in accordance with the sample contract, appendices and schedules. Failure to comply with these conditions will lead the Client to reject the tender unless omissions have been expressly agreed by the Client in writing.

Any tenderer who directly or indirectly canvasses any member or official of Innovate2Educate Partnership concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any offer tender or proposed tender for the services shall be disqualified.

All information supplied by the Client in connection with this invitation to tender shall be regarded as confidential to the Client.

This invitation to tender and accompanying documents are and shall remain the property of Innovate2Educate Partnership and shall be returned on demand.

Any tenderer who fixes and adjusts the amount of this tender by or in accordance with any agreement or arrangement with any other person, or in any way acts in a collusive manner shall be disqualified.

Tenders must be for the supply of the whole of the services upon the terms and conditions of the sample contract.

APPENDIX B

Specimen Portion Sizes

The following portion sizes should be used when calculating food costs / tariffs.



The School Food Standards

Eating in school should be a pleasurable experience: time spent sharing good food with peers and teachers.

These school food standards are intended to help children develop healthy eating habits and ensure that they get the energy and nutrition they need across the whole school day. It is just as important to cook food that looks good and tastes delicious; to talk to children about what is on offer and recommend dishes; to reduce queuing; and to serve the food in a pleasant environment where they can eat with their friends.

As a general principle, it is important to provide a wide range of foods across the week. Variety is key – whether it is different fruits, vegetables, grains, pulses or types of meat and fish. Children love to hear the stories behind their food. Use fresh, sustainable and locally-sourced ingredients (best of all, from the school vegetable garden), and talk to them about what they are eating. Go to www.schoolfoodplan.com/www to find examples of what other schools are doing to encourage children to eat well.

Remember to use Government Buying Standards for Food and Catering Services alongside these standards to help reduce salt, saturated fat and sugar in children's diets.

* This Standard applies across the whole school day, including breakfasts, morning breaks, tuck shops, and after school clubs



Fruit and vegetables

One or more portions of vegetables or salad as an accompaniment every day

One or more portions of fruit every day

A dessert containing at least 50% fruit two or more times each week

At least three different fruits and three different vegetables each week



Milk and dairy

A portion of food from this group every day

Lower fat milk must be available for drinking at least once a day during school hours



Starchy food

One or more wholegrain varieties of starchy food each week

One or more portions of food from this group every day

Three or more different starchy foods each week

Starchy food cooked in fat or oil no more than two days each week*

Bread - with no added fat or oil - must be available every day



Foods high in fat, sugar and salt

No more than two portions of food that has been deep-fried, batter-coated, or breadcrumb-coated, each week*

No more than two portions of food which include pastry each week*

No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat*

Savoury crackers or breadsticks can be served at lunch with fruit or vegetables or dairy food

No confectionery, chocolate or chocolate-coated products*

Desserts, cakes and biscuits are allowed at lunchtime. They must not contain any confectionery

Salt must not be available to add to food after it has been cooked*

Any condiments must be limited to sachets or portions of no more than 10g or one teaspoonful*

Meat, fish, eggs, beans and other non-dairy sources of protein

A portion of food from this group every day

A portion of meat or poultry on three or more days each week

Oily fish once or more every three weeks

For vegetarians, a portion of non-dairy protein on three or more days each week

A meat or poultry product (manufactured or homemade, and meeting the legal requirements) no more than once each week in primary schools and twice each week in secondary schools*

Food provided outside lunch

• Fruit and/or vegetables available in all school food outlets

• No savoury crackers and breadsticks

• No cakes, biscuits, pastries or desserts (except yoghurt or fruit-based desserts containing at least 50% fruit)

Healthier drinks*

Free, fresh drinking water at all times

The only drinks permitted are:

- Plain water (still or carbonated)
- Lower fat milk or lactose reduced milk
- Fruit or vegetable juice (max 150 mls)
- Plain soya, rice or oat drinks enriched with calcium; plain fermented milk (e.g. yoghurt) drinks
- Combinations of fruit or vegetable juice with plain water (still or carbonated, with no added sugars or honey)
- Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk, all with less than 5% added sugars or honey
- Tea, coffee, hot chocolate

Combination drinks are limited to a portion size of 330ml. They may contain added vitamins or minerals, and no more than 150mls fruit or vegetable juice. Fruit or vegetable juice combination drinks must be at least 45% fruit or vegetable juice



11 September 2014 - F2C

Portion sizes and food groups

Starchy foods



This includes all breads, potatoes, rice, couscous, bulgur wheat, semolina, tapioca, maize, cornmeal, noodles and pasta, oats, millet, barley, buckwheat, rye, spelt, plantain, yam, sweet potato, and cassava.

Typical portion sizes (grams/mls/household measures) raw and cooked food

Food		Primary 4-10 year olds	Secondary 11-18 year olds
Bread: includes white, wholemeal, granary, brown, wheatgerm, multigrain, potato bread, chapattis, plain baked naan, rotis, rolls, bagels, pitta, wraps		(50-70g) 1-2 slices of medium bread 1 small roll 1 small or 1/2 large bagel 1 small pitta 2 6" wraps 1 10" wrap	(80-100g) 2 thick slices of bread 1 large roll or sub roll 1 large bagel 1 large pitta 1 12" wrap
Potatoes or sweet potato: includes boiled and mashed	Raw	120-170g	200-250g
Jacket and baked potatoes	Raw	200-280g	330-410g
Other starchy root vegetables: includes yam, plantain, cocoyam and cassava	Raw	100-150g	150-200g
Pasta and noodles: includes white and wholemeal spaghetti, noodles and pasta shapes	Dried ¹	45-65g	65-80g
Rice: includes white and brown rice	Dried ²	35-55g	55-65g
Other grains: includes couscous, bulgur wheat, maize (polenta) and cornmeal	Dried	40-60g	60-70g

Starchy foods where fat or oil has been added before or during the cooking process: include roast or sautéed potatoes, chips, potato wedges, pre-prepared potato products, fried rice, bread, or noodles, hash browns, garlic bread, Yorkshire pudding, chapattis and naan made with fat, pancakes and waffles cooked in oil.

Potatoes cooked in oil or fat: includes roast or sautéed potatoes, chips, potato wedges, other processed potato products such as waffles	Raw	70-100g	120-150g
Garlic bread (as an accompaniment)		20g 1 slice	40g 2 slices

Bread with no added fat or oil must be available every day. All types of plain bread with no added fat or oil, including brown, wholemeal, granary, white, mixtures of white and wholemeal, pitta, rolls, chapattis, naan, ciabatta, and herb bread.

Note: **Wholegrain:** starchy wholegrains include wholemeal and granary flours, wholemeal and granary breads and bread products, wholewheat pasta, brown rice and oats. Also look out for higher-fibre white bread, half/half wholegrain and white mixes such as 50/50 mix of brown and white rice, 50/50 whole wheat and white pasta.

¹ Based on average weight change of wholemeal and white spaghetti, pasta shapes and noodles

² Based on average weight change of white and brown rice

Fruit and Vegetables



This includes vegetables in all forms, including fresh, frozen, canned, dried and juiced, as well as pulses such as beans and lentils. Vegetables or salad should be offered as an accompaniment to every meal, in addition to any vegetables used as ingredients in composite dishes such as casseroles and stews. Potatoes are classed as a starchy food and are not included in this food group.

Typical portion sizes (grams/mls/household measures) raw and cooked food

Food		Primary 4-10 year olds	Secondary 11-18 year olds
Vegetables or mixed salad, salad bars	Raw	40-60g	80g
Vegetables including peas, green beans, sweetcorn, carrots, mixed vegetables, cauliflower, broccoli, swede, turnip, leek, Brussels sprouts, cabbage, spinach, spring greens	Cooked	40-60g 1-2 tablespoons	80g 2-3 tablespoons
Pulses include lentils, kidney beans, chick peas	Dried ³	15-20g	30g
	Cooked	40-60g 1-2 tablespoons	80g 3 tablespoons
Baked beans in tomato sauce (as an accompaniment)	Cooked	50-70g 1-2 tablespoons	90-100g 3 tablespoons
Vegetable-based soup	Cooked	200-250g	250-300g

Fruits in all forms, including fresh, frozen, canned, dried and juiced. Fruits can be provided within other dishes - for example, fruit-based desserts such as crumbles.

Large-size fruit, e.g. apples, pears, bananas, peaches	Raw	75-100g 1 small sized fruit with skin	100-150g 1 medium sized fruit with skin
Medium-size fruit, e.g. satsumas, tangerines, plums, apricots, kiwis	Raw	50-100g 1 fruit with skin	80-100g 1-2 fruits with skin
Small fruits, e.g. strawberries, raspberries, grapes	Raw	40-60g 10-15 fruits	80g 15-20 fruits
Dried fruit, e.g. raisins, sultanas, apricots	Dried	15-30g ½ - 1 tablespoon	25-30g 1 tablespoon

All fruit-based desserts should have a content of at least 50% fruit measured by weight of the raw ingredients (e.g. fruit crumble, fruit pie, fruit sponge, fruit cobbler, fruit jelly). Fruit used as decoration or jam added to a dessert does not count towards this standard.

Fruit salad, fruit tinned in juice and stewed fruit	Raw/cooked	65-100g (40 g min fruit) 2-3 tablespoons	130g 80g min fruit) 3-4 tablespoons
---	------------	--	---

³Based on average weight change of chickpeas, kidney beans and green lentils

Portion sizes and food groups



Meat, fish, eggs, beans and other non-dairy sources of protein

This includes fresh and frozen meat, poultry, fresh, frozen and canned fish, shellfish, eggs, meat alternatives (including products such as soya and Quorn™), tofu, pulses such as beans (cannellini, kidney, pinto, borlotti, haricot, butter, but not green beans), chickpeas, lentils (red, green, brown and puy) and nuts.

Typical portion sizes (grams/mls/household measures) raw and cooked food

Food		Primary 4-10 year olds	Secondary 11-18 year olds
Roast red meat includes beef, lamb, pork, veal, venison and goat (this is also the portion size for baked potato and sandwich fillings).	Raw	50-80g	80-95g
Roast poultry includes chicken, turkey and duck, as well as dishes or products made from these meats (this is also the portion size for baked potato and sandwich fillings).	Raw	60-85g	85-125g
Red meat or poultry in dishes such as casserole, stew, pie, or curry. Note: weight may be reduced proportionately in composite dishes if adding another protein based food, such as beans, cheese, or milk.	Raw	50-75g	75-90g
Meat-based soup	Cooked	200-250g	250-300g
White fish such as pollock, hake, coley, cod, haddock and plaice – whether cooked alone, or in a dish such as a casserole or fish pie, or as a breaded or battered product	Raw	60-90g	90-125g
Oily fish, such as fresh, tinned or frozen salmon, sardines, pilchards, mackerel, herring, and fresh or frozen tuna. Tuna only counts as an oily fish when it is fresh or frozen because the omega-3 fatty acids are removed during the canning process	Raw	55-80g	80-110g
Fish or shellfish such as tuna, salmon, mackerel and prawns, served in a salad, baked potato or sandwich	Cooked	50-70g	70-100g
Breaded or battered fish portions and products such as fish cakes, fish fingers, and fish goujons.	Cooked	55-80g	85-95g
Egg served in a salad, baked potato or sandwich	Cooked	1 egg	1-2 eggs
Meat alternatives made from soya beans (such as soya mince and tofu) and Quorn™ (in dishes such as vegetarian casserole, stew, pie, or curry). Note: weight may be reduced proportionately in composite dishes if adding another protein-based food such as beans, cheese, or milk	Cooked	50-70g	70-100g
Pulses such as beans (cannellini, kidney, pinto, borlotti, haricot, butter, but not green beans), chickpeas, lentils (red, green, brown and puy).	Raw	20-25g	40-45g
	Cooked	50-60g 1-2 heaped tablespoons	100-120g 2-3 heaped tablespoons
Vegetarian sausages, burgers, nut cutlets	Raw/cooked	50-70g	70-100g
Meat products			
Sausages made from beef, lamb or pork	Raw	50-75g 1 sausage	75-90g 1-2 sausages
Burgers	Raw	55-80g	80-100g
Scotch pies, bridies, sausage rolls, Cornish pasty, encased meat pastry pies, cold pork pie (e.g. Melton Mowbray)	Cooked	80g	110g
Breaded or battered shaped chicken and turkey products, e.g. nuggets, goujons, burgers	Cooked	50-70g	70-100g



Milk and dairy

This includes all types of milk, cheese, yoghurt (including plain or fruit, frozen and drinking yoghurt), or fromage frais, milk-based sauces, custard (made with milk), puddings made from milk and milk-based sauces.

Food	Primary 4-10 year olds	Secondary 11-18 year olds
Lower-fat drinking milk	150-200 mls	200-250 mls
Milk puddings and whips made with milk	100-120g	120-150g
Custard made with milk (e.g. served with fruit); portion size excludes fruit	80-100g	100-120g
Yoghurts	80-120g	120-150g
Cheese (added to salads, baked potatoes, sandwiches or crackers)	20-30g	30-40g



Foods high in fat, sugar and salt

Deep fried foods: including those deep fried or flash fried in the kitchen or in the manufacturing process, such as chips (including oven chips), potato waffles, hash browns, samosas, plantain chips, spring rolls, doughnuts, pakora and bhajis.

Refer to relevant portion size table

Batter-coated and breadcrumb-coated foods: including any bought-in or homemade products such as chicken nuggets, fish fingers, battered onion rings and tempura.

Refer to relevant portion size table

Pastry: including shortcrust, flaky, filo, choux and puff, used in quiches, meat pies, fruit pies, fruit tarts, sausage rolls, pasties, samosa.

Refer to relevant portion size table

Desserts: include cereal and starch based desserts such as rice, semolina, tapioca pudding, fruit-based desserts such as jelly, fruit compote, crumbles, and sponge puddings, vegetable-based desserts such as soya-based mousse, egg-based desserts such as ready to eat products and products prepared from egg such as flans, egg custard, custard fillings in pies, meringues, dairy-based desserts such as puddings with dairy-based fillings, fruit or flavoured yoghurt or other fermented milk and/or milk products, ice cream, mousse and fat-based desserts, such as ice cream, made with vegetable fats.

Fruit pies, sponge puddings or crumbles	80-100g	100-120g
Fruit jelly (portion size excludes fruit)	80-100g	100-120g

Cakes and biscuits: include manufactured, bought-in products and prepared from scratch cakes and biscuits such as individual cakes, buns and pastries, scones, sweet and savoury biscuits.

Cakes, tray bakes, muffins, scones, doughnuts	40-50g	50-60g
Biscuits and flapjack	25-30g	30-40g
Ice cream	60-80g	100g
Pizza base	50-70g	80-100g
Savoury crackers, bread sticks (served with fruit, vegetables or dairy foods); portion size excludes fruit.	10-15g 1-2 crackers	15-30g 2-3 crackers

Condiments: include ketchup, mayonnaise, salad cream, brown sauce, chutney.

no more than 10g, or one teaspoonful

Gravy	20-30g 1 tablespoon	40-50g 2 tablespoons
-------	------------------------	-------------------------

'Snacks' means pre-packaged items other than confectionery, sandwiches, cakes or biscuits, which are ready to eat without further preparation and which consist of or include as a basic ingredient potato, cereals, soya, nuts, seeds, fruit or vegetables.

Refer to relevant portion size table for fruit, vegetables and crackers

Confectionery: includes cereal bars, processed fruit bars, non-chocolate confectionery (whether or not containing sugar), chocolate in any form (except hot chocolate), any product containing or wholly or partially coated with chocolate and any chocolate-flavoured substance. Cocoa is permitted.

Not permitted - no portion sizes provided

Healthier Drinks

Fruit/vegetable juice (maximum portion size)	150 mls	150 mls
Drinking milk	150-200 mls	200-250 mls
Combination drinks (fruit juice/water, flavoured milk) (maximum portion size)	330 mls	330 mls

APPENDIX C

Cleaning

Contractor's Responsibilities:

The Contractor will:

1. Maintain all kitchen equipment in a clean condition free from stains, grease, scuffs and marks, surface dust, grease and build-up of stale foodstuffs either in, under or around all equipment.
2. Keep stove surfaces free from carbonisation. Burnish and grease after service times. Clean edges of deep fryer pans and keep free from fat deposits.
3. Maintain refrigerators and freezers in clean condition and defrost each half-term.
4. Ensure absolute cleanliness of kitchen, wash-up, serveries, office and staff facilities, floors, and walls to a height of 2 metres at all times.
5. The Contractor is to liaise/co-ordinate with the Site Team to remove, clean and re-fit the extraction filters every half-term.
6. Maintain all storage racks in a clean condition.
7. Ensure that the refuse area is maintained in a tidy and clean manner and ensure that disposable refuse sacks are sealed prior to being placed in the area.
8. Ensure that all returnable containers are stacked and maintained in a tidy and clean condition ready for collection.
9. Clean all wall and floor finishes in the food production areas up to 2 metres on a daily basis.
10. Maintain all light equipment (plates, cutlery etc.) in a clean and sterile condition.
11. Ensure that staff changing rooms are kept clean and free from rubbish etc.
12. Catering staff are to be responsible for cleaning (sweeping and spot mopping) the floors in the dining areas and tables are to be wiped clean by catering staff after each service.

APPENDIX D

TUPE Information

Bidding companies are wholly responsible for any and all costs (actuarial fees etc.) in regard to dealing with pensions transfers.



Employer pension rate is 25.20% up to 31/3/26 then reducing to 24.20%.

Staffordshire LGPS Employee Contribution Rates (2025/26 - Main Section):

- Up to £17,800: 5.5%
- £17,801 to £28,000: 5.8%
- £28,001 to £45,600: 6.5%
- £45,601 to £57,700: 6.8%

APPENDIX E

Tender Evaluation Matrix



APPENDIX F
Tariffs

Insert requested tariffs here from incumbent caterers & Windsor Park Middle School

Submissions to the Tender Document

For



Fixed Price Catering Services Tender Document

For

Thomas Alleyne's High School	ST14 8DU
Oldfields Hall Middle School	ST14 7PL
Ryecroft Middle School	ST14 5NW
Windsor Park Middle School	ST14 7JX
All Saints First School	ST10 4SR
Bramshall Meadows First School	ST14 5EQ
Hutchinson Memorial First School	ST10 4NB
Picknalls First School	ST14 7QL
The Richard Clarke First School	WS15 3BT

Submissions

Submission 1	Tender Response
Submission 2	Form of Tender
Submission 3	Declaration Of Bona Fide Tender
Submission 4	Food Offer
Submission 4a	Attractiveness
Submission 4b	Allergens & Special Diets
Submission 4c	Complaints Procedure
Submission 4d	Annual Satisfaction Survey
Submission 5	Service Delivery
Submission 5a	Staffing Levels & Costs
Submission 5b	Staff Absence
Submission 5c	Improvements
Submission 6	Social Value
Submission 6a	Environmental
Submission 6b	Economic
Submission 6c	Social
Submission 7	Tender Price
Submission 8	Contract Mobilisation Plan
Submission 9	Sample Contract, GDPR & Business Continuity Plan
Submission 10	Health, Safety, Hygiene & Environmental Policies
Submission 11	Key Performance Indicators
Submission 12	Document Checklist for The Evaluation Matrix

SUBMISSION 1

Tender Response

**INNOVATE2EDUCATE PARTNERSHIP
TENDER RESPONSE**

TENDERERS CONTACT DETAILS

Please provide main and additional contact details for individuals responsible for this tender submission.

Main Name	
Position	
Company Name	
Address	
Telephone - Main	
Telephone – Direct	
Mobile	
Fax	
Email	
Website	

Additional Name	
Position	
Company Name	
Address	
Telephone - Main	
Telephone – Direct	
Mobile	
Fax	
Email	
Website	

SUBMISSION 2

Form Of Tender

**INNOVATE2EDUCATE PARTNERSHIP
FORM OF TENDER**

To: The Participating Institution

Dear Sirs

1. I/we have read the information provided in your Invitation to Tender and, subject to and upon the terms and conditions contained therein, I/we offer to supply the services described in the said tender documents to the standards laid out in the ITT.
2. Terms and Conditions: I/we agree that this tender and any contract which may result there from shall be based upon the Contract Conditions to Supply Catering Services as included in the Invitation to Tender Pack.
3. The prices quoted in this Tender are valid for acceptance for 90 days from the final day for submission of Tenders and I/we confirm that the terms of the Tender will remain binding upon me/us and may be accepted by you at any time before that date.
4. I/we note that the agreement shall be valid upon acceptance and signature by both parties of the agreement.
5. Law: I/we agree that the construction, validity, performance and execution of any contract that may result from this Tender shall be governed by and interpreted in accordance with The Laws of England & Wales and shall be subject to the exclusive jurisdiction of The Courts of England & Wales.
6. I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me/us prior to the award of any contract.
7. I/we agree that any other terms or conditions of the agreement or any general reservation which may be printed on any correspondence emanating from me/us in connection with this tender, shall not be applicable to this Tender or Contract.

Signature:

Print Full Name:

Date:

In the capacity of:

(Please state official position, e.g., Director, Sales Manager, etc.) being a person duly authorised to sign tenders on behalf of:

Company Name:

Address:

SUBMISSION 3

Declaration Of Bona Fide Tender

**INNOVATE2EDUCATE PARTNERSHIP
DECLARATION OF BONA FIDE TENDER**

1. We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:
 - a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
 - b) Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.
 - c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other tender or proposed tender for the said work any act or thing of the sort described above.
2. We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the tender, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word "person" includes any persons and any body or association, corporate or otherwise; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.
4. I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the agreement by the Participating Institution.

Date:

Signature:

Print Full Name:

In the capacity of:

(Please state official position, e.g., Director, Sales Manager, etc.) Being a person duly authorised to sign tenders on behalf of:

Company Name:

Address:

SUBMISSION 4

Food Offer

4a

Attractiveness of the proposed food offers in terms of age-appropriate choices (primary/secondary/6th Form), the supporting marketing and merchandising around these food offers.

4b

The effectiveness of how allergens and special medical diets are dealt between the caterer, the pupils and the parents. How is this information made available to pupils (on menus, on display screens, by asking an allergens champion etc.)?

4c

Details of how identified quality issues from served food will be resolved and in what timescale - how this is reported to Client and how outcomes then go to inform continuous improvement?

4d

Annual customer satisfaction survey - how will this be undertaken - the outcomes - how does this go towards a culture of continuous improvement?

SUBMISSION 5

Service Delivery

5a

Details of the daily staffing levels and rates of pay required to achieve the service delivery with an explanation of how the levels were reached. The technical TUPE Process. Pension Process - LGPS/ABS costs including actuarial costs etc.

A training programme plan should be submitted.

Key personnel including the Area Manager, who would be responsible to the Client must be listed with their qualifications and a copy of their curriculum vitae on Submission 5. Please also list your regional and company management structure and indicate the anticipated frequency and purpose of visits to the schools by key area/regional/head office personnel.

5b

Proposals for covering immediate absence and longer-term absence.

5c

Proposed improvements for service delivery including queuing, new biometric cashless till system (Middle and High Schools only) additional service outlets etc.

SUBMISSION 6

Social Value
(evidence 5 areas in each criterion below)

6a

Environmental: Food Waste - Recycling - Single-use Plastics etc

6b

Economic: Local Suppliers - Local Recruitment - Wage Rates etc.

6c

Social: Support to Local Charities - Healthy Eating Assemblies - Kitchen Sessions Run by Nutritionists For Pupils & Parents - Health, Nutrition & Wellbeing Days etc.

An annual calendar of events must be included for 6c.

SUBMISSION 7

Tender Price

Details to be completed in the financial submission Excel spreadsheet.



The Trust will be keen to understand how efficiencies could be gained by consolidating production kitchens across the schools. Proposals around this, highlighting benefits, should be submitted on an **additional** spreadsheet and annotated as such.

Any hospitality food ordered will be charged separately at best net price.

No request for hospitality food is to be fulfilled without the pre-authorisation of SBMs.

SUBMISSION 8

Contract Mobilisation Plan

Please indicate your proposals for a pre-opening programme.

SUBMISSION 9

Sample Contract, GDPR & Business Continuity Plan

Bidding companies are asked to submit a sample contract document for due consideration by Innovate2Educate Partnership.

Bidding companies are asked to include the following details.

Provide details of your IG (information governance) and GDPR policies detailing how compliant you are. Evidence is key to a successful application, so ensure you provide evidence for this compliance and details of staff training.

Articulate your policy and practice in relation to GDPR and data that your employees will use within their roles in Senior Management Team. Outline what form of confidentiality agreement is signed by your employee.

Outline your current GDPR policies and describe the methodology and structure for fulfilment of data protection objectives, including legal requirements as data controller and/or data processor.

The GDPR introduces a duty on all organisations to report certain types of personal data breaches to the relevant supervisory authority. This must be done within 72 hours of becoming aware of the breach, where feasible. It is expected that you will meet this requirement. Please state the procedure you have for detecting and reporting such breaches.

Bidding companies are asked to include their business continuity plan.

SUBMISSION 10

Health, Safety, Hygiene & Environmental Policies

- i State your company's health, safety and hygiene and due diligence policy.
- ii There is a moratorium on the use of Genetically Modified foods. You are required to confirm your company's policy on the use of GM foods and whether you will source alternative GM free products.
- iii You are required to specify below cleaning schedules and details of procedures to ensure compliance with due diligence requirements and your company's approach to quality assurance systems.
- iv You are required to specify below details of your policy on complaints/non-compliance, both to customers and the Client.
- v Your strategy in terms of reducing the negative impacts though the use of disposable materials.
- vi Please enclose a copy of your organisations CSR policy along with evidence of how this impacts on your everyday working as a business and at site level.
- vii Please enclose copies of your organisation's Sustainability Policy along with evidence of how this impacts on your everyday working as a business and at site level.
-
- vii Please enclose copies of your organisation's Environmental Policy along with evidence of how this impacts on your everyday working as a business and at site level.

Please include here:

- A list of all your Company policies and procedures that relate to the operation of this contract.
- A link (with no expiry date) or ZIP file to access these documents.
- Copies of insurance policies that relate to the operation of this contract.

Key Performance Indicators – Termly & Annual Review

	Response	Target	% Fee At Risk (contractor to complete)	Achieved	Comments	Responsibility
Quality of delivery – customer questionnaires show a 85% satisfaction rating which is set as an annual continuous improvement target.	Yes / No	65%				Contractor
“First Time Fix” rates , when things go wrong, a robust attitude to rectifying the immediate issue and plan to stop any repetition.	Yes / No	95%				Contractor
Employee satisfaction rates , a crucial statistic for the on-going success of delivering this contract with low staff turnover, a highly trained workforce etc.	Yes / No	95%				Contractor
Health & safety performance , such as zero accidents, incidents and near misses.	Yes / No	95%				Contractor

SUBMISSION 12

Tender Evaluation Matrix & Document Checklist

The tender evaluation matrix is detailed here:



To be completed by bidding companies.

Evaluation Criterion	Submission Page References
Attractiveness of the proposed food offers in terms of age-appropriate choices (first/middle/secondary/6th Form), the supporting marketing and merchandising around these food offers.	Bidder to complete
The effectiveness of how allergens and special medical diets are dealt between the caterer, the pupils and the parents. How is this information made available to pupils (on menus, on display screens, by asking an allergens champion etc.)?	Bidder to complete
Details of how identified quality issues from served food will be resolved and in what timescale - how this is reported to Client and how outcomes then go to inform continuous improvement?	Bidder to complete
Annual customer satisfaction survey - how will this be undertaken - the outcomes - how does this go towards a culture of continuous improvement?	Bidder to complete
Details of the daily staffing levels and rates of pay required to achieve the service delivery with an explanation of how the levels were reached. The technical TUPE Process.	Bidder to complete
Proposals for covering immediate absence and longer-term absence.	Bidder to complete
Proposed improvements for service delivery including queuing, service outlets etc.	Bidder to complete
Social Value: Environmental: Food Waste - Recycling - Single-use Plastics etc	Bidder to complete
Social Value: Economic: Local Suppliers - Local Recruitment - Wage Rates etc.	Bidder to complete
Social Value: Support to Local Charities - Healthy Eating Assemblies - Kitchen Sessions Run by Nutritionists For Pupils & Parents - Health, Nutrition & Wellbeing Days etc.	Bidder to complete