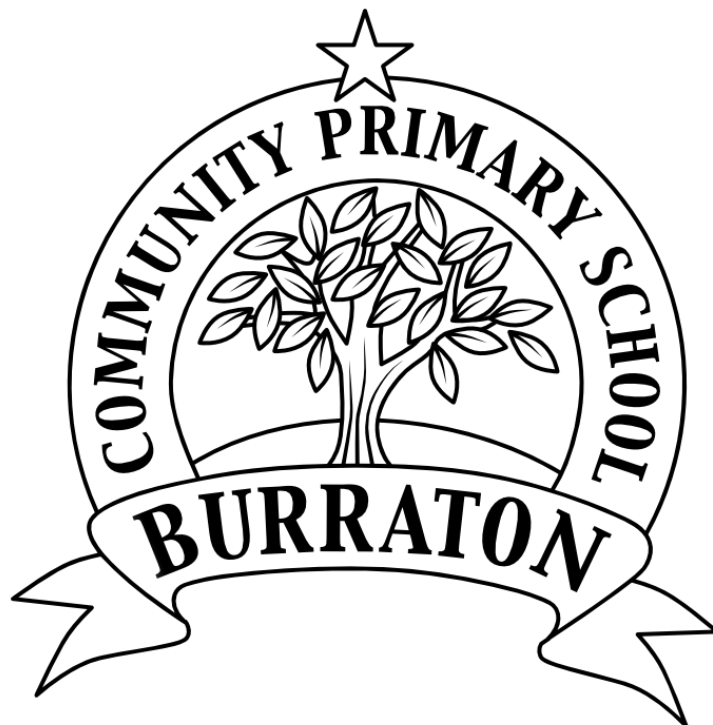


INVITATION TO TENDER FOR SCHOOL CATERING SERVICES

AT:

Burraton CP School



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A. Introduction

Current contract arrangements with Burraton CP School existing provider of school lunches are due to end on 31st July 2026. Burraton CP School is therefore running this tender process for the award and appointment of a new contractor for the provision of our school lunches.

We are seeking to engage with a supplier that provides healthy school lunches, in a way that is appealing to children. Burraton CP School is offering a contract term of 3 or 5 years.

Burraton currently arranges for parents to pay for school meals via parent pay payment system, we would like to retain this payment mechanism under the new contract.

Our school is located at Fairmead Road, Saltash, Cornwall, PL12 4LT. Further information on our school, its ethos and values can be found on our website: www.burraton.cornwall.sch.uk

Key Information (correct as at 10/12/2025)

DESCRIPTION	DATA							
Total numbers of pupils (at time of going to tender	342							
Number of universal free school meals taken ([per day/per week/per month/per term])	138							
Number of pupil premium free school meals taken ([per day/per week/per month/per term])	58 (15 in KS1)							
Paid for meals costs:	£3.00 £1.50 (Nursery meal half portion) £3.60 adult main meal							
Meal numbers for September – October 2025:								
Wk Ending	FSM	UIFSM	Billed	staff	Vis	Oth	TOTAL	Nursery
05/09/2025	22	52	17	0	0	0	91	0
12/09/2025	132	435	113	4	0	0	684	7
19/09/2025	140	475	119	5	0	0	739	9
26/09/2025	136	471	130	3	0	0	740	9
03/10/2025	144	473	148	2	0	0	767	9
10/10/2025	128	470	124	5	0	0	727	24
17/10/2025	138	475	123	3	0	0	739	25
24/10/2025	145	474	146	3	0	0	768	25
TOTALS	985	3325	920	25	0	0	5255	108

The school kitchen currently employs 3 members of staff, in the following roles:

- Kitchen Manager/Supervisor
- Kitchen Assistant x 2

Term dates are available to download from the School website:

www.burraton.cornwall.sch.uk/Parents/Term-Dates

Contact Information:

Communication with the school can be made using the following details. Please ensure that any tender questions or clarifications are raised in writing, by email, otherwise they shall not be answered:

CONTACT NAME:	Samantha Brown
EMAIL ADDRESS:	sbrown@burraton.cornwall.sch.uk
PHONE NUMBER:	01752 843019
SCHOOL ADDRESS:	Fairmead Road, Saltash, Cornwall, PL12 4LT
SCHOOL WEBSITE:	www.burraton.cornwall.sch.uk

Site Visits

Prospective suppliers are invited to attend a site visit at Burraton. Please email Sam Brown your request to visit to the contact noted above, who will reply confirming the date and time of your visit.

B. Instructions

Tender Timetable

ACTIVITY	DATE
Site Visit date	Pre booked only
Deadline for questions to be received from bidders	12 th February 2026
TENDER SUBMISSION DEADLINE	27 th February 2026
Notification to bidders of successful tender and unsuccessful tenders	2 nd March 2026
Contract Commencement	1 st August 2026 School reopens September 2026

Tender Return

Please return your completed tender, by email, to the contact detailed above, prior to the deadline of 27th February 2026. Tenders received after the deadline will not be considered.

C. Specification

Burraton CP School requires a school meals service provider that will serve our pupils healthy balanced meal options which are appealing and tasty during term time hours. For our pupils to learn effectively, we believe that a healthy diet is of key importance. We seek adherence to the National School Food Standards as a minimum in the delivery of this service. The successful bidder will use high quality local produce, raw ingredients and local suppliers. These will be detailed and evidenced in the successful bidder's quality responses, by listing the suppliers and producers based in the South West of England.

Burraton is seeking a partnership approach from a specialist school meals catering provider that will work with us to promote and encourage healthy eating, in a positive and enjoyable environment within the school.

The lunches offered on the successful suppliers menu should be available to all children, ensuring that each child receives their preferred meal at lunchtime. High standards of service, interaction with the children and kitchen management are expected at all times to provide a seamless service to the school.

We are seeking a provider that will continue to prepare and serve meals on site from our school kitchen.

1. Food and menu requirements

The successful contractor must procure all ingredients and foods required and ensure that the food used and provided is:

- nutritionally balanced
- healthy
- fresh
- locally produced
- sourced from ethical, accredited suppliers/producers
- seasonal
- cooked from scratch
- contains minimal use of frozen products
- produced as freshly as possible and that cooked items are only on display for a maximum of 45 minutes

The successful contractor must ensure that the menus are:

- compliant with National School Food Standards
- offering, on a daily basis, a main meal, a vegetarian meal, a jacket potato based meal, salad bar, 2 choices of vegetables, and a dessert option or fruit
- age appropriate
- child friendly
- appealing
- varied
- nut free
- clearly labelled with reference to the 14 allergens and comply with the latest food labelling laws in this regard

The successful contractor shall ensure that specialist dietary requirements are met. Notice will be given for the provision of such meals.

2. Service requirements

The successful contractor must ensure that the following service requirements are met:

- Improvements in the good eating habits of the school children are to be achieved and sustained
- Service should mirror the schools ethos and values
- Value for money shall be achieved, whilst maintaining excellent standards of service and quality of healthy food served
- The responsibility for employing sufficient numbers of kitchen staff to provide the service on a daily basis lies with the contractor
- Kitchen staff hold enhanced DBS clearance; have completed safeguarding training for which they hold certificates; and are trained in food hygiene, safe working practices, health and safety at work and good kitchen practices
- Kitchen staff are trained in the presentation of food and positive communication with children
- Health and safety in the kitchen is the responsibility of the contractor
- The contractor shall provide the service in compliance with health, safety and hygiene standards, in accordance with the provisions of the Food Safety Act 1990, the Food Hygiene (General) Regulations 1970 and the Food Hygiene (Amendment) Regulations 1990 (Part 9.2)
- Termly management information is to be submitted to Burraton CP School detailing:
 - Cost of Sales as % Turnover
 - Gross Profit %
 - Operational wages as % of turnover
 - Zero rated food purchases as % food turnover
 - Packaging as % food sales
 - Operational Profit as % turnover
 - Overheads as % Turnover
 - Net profit/(loss) before depreciation %
- Updates to menus shall be made available to parents/carers via liaison with the school office and school website.
- The successful contractor will provide marketing material for the school to use to promote the meals and service.
- Cleaning of the catering/kitchen area and equipment regularly to a high standard is the responsibility of the contractor
- Waste is minimised and recycled where possible, in compliance with the school's existing waste management arrangements. The successful contractor shall be responsible for clearing and removing litter generated in the provision of school lunches and shall pay the cost for the removal of such.
- Catering shall be provided to support the new entrants' reception and welcome event on an annual basis. This shall be provided free of charge, giving the contractor the opportunity to engage with new parents and increase uptake in school meals.
- Hospitality shall be provided for school meetings, hospitality and events. This shall be on an as ordered basis, at rates to be agreed when orders are placed.

3. Facilities available

The kitchen and lunchtime provision facilities available at Burraton CP School includes a large school kitchen, which includes the following items:

- Heavy kitchen equipment
 - Stainless Steel work tops
 - Fridges & Freezers
 - Ovens and cooking equipment
 - Dishwasher
 - Food warmer
- Light kitchen equipment
 - Utensils
 - Serving equipment
 - Cooking equipment
 - Plates, cups and cutlery

Burraton shall provide all tables and chairs required for the children to sit and eat their lunches in the school hall.

4. Staff/TUPE

As noted above in Section A Key Information, Burraton CP School has 3 experienced and skilled members of staff (currently employed by CATERed) that deliver our current school lunches and catering arrangements. In respect of these staff members the successful contractor shall be obliged to:

- Conform to the Terms of the Transfer of Undertaking (Protection of Employment) Regulations 2006 (TUPE).
- Please see separate appendix for details of those employed that may be entitled to transfer under TUPE.
- You are advised to seek independent professional advice on the consequence for you if you are the successful Contractor, to ensure you understand your liabilities under the TUPE Regulations. Please note, the application of the TUPE Regulations could give rise to the following liabilities for both the outgoing provider and the successful Tenderer:
 - A requirement to consult with recognised Trade Unions or other employee representatives of any employees of the transferor or transferee who may be affected by the transfer;
 - A requirement to maintain existing rates of pay and conditions of employment of employees (including provision of pensions and holiday entitlement).
- Burraton requires that the successful Contractor establishes the appropriate methods of employee transfer with the current contractor
- Current catering service employees who have a pension are members of the current Contractor's employer pension scheme. The new Contractor must either buy into this pension scheme (Admitted Body Status) or provide a pension that is certified by the Government Actuary's Department, to be of equivalent terms or increasing upon current terms of employee's pension (GAD Certified Pension Scheme).

- Any expenses incurred by the Contractor in satisfying the necessary pension arrangements shall be at the Contractor's expense.

5. Payment arrangements

School lunches are booked and paid for by parents, using our payment system parent pay.

The successful contractor will be expected to work with this payment system for the duration of the contract and payments will be set up and linked to contractors bank account.

D. Evaluation Methodology

This tender shall be evaluated on the basis of the most economically advantageous tender, using the following weightings:

- [70%] Quality
- [30%] cost

Quality shall be measured by bidders responses to the quality questions detailed in Section F.

Cost shall be calculated by assessment of the pricing submitted in the pricing scheduled outlined in Section F.

The final quality score for each bidder shall be added to the final price score for each bidder, to arrive at the Final Tender Score for each bidder.

Burraton CP School is not bound to accept the lowest, or any tender.

Quality Questions Evaluation

Each quality question outlined in Section F has its own scoring scale, against which bidder responses will be marked. These individual questions scores shall then be multiplied by the question weighting to give a quality score per supplier. Top marks for each score will achieve the maximum weighting available, as detailed in the weighting column in the table below.

Each bidder's total weighted quality score shall then be multiplied by the overall quality weighting of [70%] to achieve the bidder's final quality score.

QUESTION NO.	QUESTION SUBJECT	WEIGHTING
1.	Proposed Menu	15%
2.	School Food Standards	10%
3.	Allergen training & dietary requirements	10%
4.	Provenance of food and ingredients	10%
5.	Supplier appointment and auditing	8%
6.	Supply radius	8%
7.	Contract manager location	8%
8.	Value for Money	15%
9.	Added Value	6%
10.	Ethos and Values	5%
11.	Implementation Plan	5%

Price Schedule Evaluation

The lowest bidder's total cost submitted will score 100 marks. The other bids will then receive scores expressed as an inverse proportion of the lowest cost. The lowest bidders total cost shall be calculated from the sum of the total costs entered in the Pricing Schedule, less any profit to be returned to the school.

- $(\text{Lowest Bid Cost} / \text{Bidder's Cost}) \times 100 = \text{Bidder's price score}$

Each bidder's price score will then be multiplied by the price weighting of [30%] to give a final price score.

References

References and where applicable evidence shall be used to verify the information provided within each bidders tender response. References and applicable evidence shall not be weighted or scored separately.

E. Formalities

Burraton CP School reserves the right to:

- Waive or change the requirements of this Invitation to Tender from time to time, without prior notice being given by Burraton.
- Seek clarification or review the Tenderer's submission.
- Disqualify any bidder that is guilty of serious misrepresentation in relation to its tender submission
- Withdraw this Invitation to Tender at any time, or to re-invite Tenders on the same or any alternative basis

Terms of Tender

By submitting a tender you are confirming your acceptance of the following:

- The Tender Documents submitted by the Bidder are, and shall remain, the property of Burraton.
- It is the responsibility of Bidders to obtain for themselves at their own expense, all information necessary for the preparation of their tenders. Information supplied by the school (whether in these Tender Documents or otherwise) is supplied for general guidance in the preparation of the Tenders. Bidders must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by the school for any inaccurate information obtained by Bidders. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the school.
- Tenders must be submitted for the provision of all the requirements specified.
- All information supplied by the school in connection with this Invitation to Tender shall be regarded as confidential by the Bidder, except that such information may be disclosed for the purpose of obtaining quotations necessary for the preparation of the tender.

- Bidders are responsible for ensuring that no conflicts of interest exist between the Bidder, its advisors and the school. Any Bidder who fails to comply with this requirement may be disqualified from the procurement process at the discretion of the school.
- The school shall treat all Bidders' responses as confidential during the procurement process.
- Any fraudulent or false claims made by the successful bidder during the tender process will result in the contract being null and void and giving the school the right to terminate without notice or penalty.

F. Quality Questionnaire and Pricing Schedule (to be returned)

Corporate Information (not scored)

NAME OF ORGANISATION:	
NUMBER OF EMPLOYEES: <ul style="list-style-type: none"> • 1-10 • 11-50 • 51-200 • 200+ 	
BRIEFLY DESCRIBE YOUR AREAS OF EXPERTISE (TECHNOLOGIES, PRODUCTS, SERVICES)	
HEAD OFFICE LOCATION	
NUMBER OF YEARS' EXPERIENCE	

Quality Questions

The following questions provide Bidders the opportunity to demonstrate to Burraton CP School that you have the necessary skills, experience and expertise, to deliver the service to a high standard, providing healthy and nutritious school meals, whilst delivering value for money.

Please answer the following questions, providing detailed information on how you plan to deliver the service. [Each response should be answered within 500 words.]

QUESTION	1. Please provide your proposed menu for the forthcoming school term
SCORING	5 = Excellent and varied menu 3 = Acceptable menu 1 = Unsatisfactory menu 0 = Menu not submitted
RESPONSE	

QUESTION	2. Please explain how your menus meet school food standards
SCORING	5 = Excellent response, completely relevant and adds value. Excellent evidence provided. Excellent evidence provided. 4 = Good response, relevant. Detailed and relevant evidence provided. 3 = Satisfactory, relevant, acceptable response. Relevant evidence provided. 2 = Unsatisfactory response, only partially relevant. Partial/limited evidence provided. 1 = Poor response, little relevance. Irrelevant/negligible evidence provided. 0 = Very poor response; not relevant. No evidence provided.
RESPONSE	

QUESTION	3. Please describe the training delivered to staff, and any associated processes, relating to allergens. Please also detail your approach to meeting the specific dietary requirements of individuals.
SCORING	5 = Excellent response, completely relevant and adds value. Excellent evidence provided. Excellent evidence provided.

	4 = Good response, relevant. Detailed and relevant evidence provided. 3 = Satisfactory, relevant, acceptable response. Relevant evidence provided. 2 = Unsatisfactory response, only partially relevant. Partial/limited evidence provided. 1 = Poor response, little relevance. Irrelevant/negligible evidence provided. 0 = Very poor response; not relevant. No evidence provided.
RESPONSE	

QUESTION	4. How do you ensure the provenance of your food and ingredient supplies? Please also detail how you will provide evidence of this to the school.
SCORING	5 = Excellent response, completely relevant and adds value. Excellent evidence provided. Excellent evidence provided. 4 = Good response, relevant. Detailed and relevant evidence provided. 3 = Satisfactory, relevant, acceptable response. Relevant evidence provided. 2 = Unsatisfactory response, only partially relevant. Partial/limited evidence provided. 1 = Poor response, little relevance. Irrelevant/negligible evidence provided. 0 = Very poor response; not relevant. No evidence provided.
RESPONSE	

QUESTION	5. Please describe your processes for appointing suppliers and your subsequent auditing of suppliers, detailing the frequency at which such audits are undertaken.
Scoring	5 = Excellent response, completely relevant and adds value. Excellent evidence provided. Excellent evidence provided. 4 = Good response, relevant. Detailed and relevant evidence provided. 3 = Satisfactory, relevant, acceptable response. Relevant evidence provided. 2 = Unsatisfactory response, only partially relevant. Partial/limited evidence provided. 1 = Poor response, little relevance. Irrelevant/negligible evidence provided. 0 = Very poor response; not relevant. No evidence provided.
Response	

QUESTION	6. Please detail the percentage of your food, ingredients and consumables spend that falls within the following radius distances from Burraton CP School. Please also list your suppliers and detail their location.
Scoring	5 = Majority of suppliers within 20 miles of school. List of suppliers provided 4 = Majority of suppliers within 40 miles of school. List of suppliers provided. 3 = Majority of suppliers within 60 miles of school. List of suppliers provided. 2 = Majority of suppliers 80 miles from school and/or list of suppliers not provided. 1 = Majority of suppliers 100 miles from school and/or list of suppliers not provided. 0 = Insufficient information and evidence of local produce and suppliers not provided.
Response	

QUESTION	7. Please state the location of your management staff/area manager and their office address including postcode.
Scoring	<p>5 = Manager and office located within 10 miles of school. 4 = Manager located within 20 miles of school. 3 = Manager located within 30 miles of school. 2 = Manager located within 40 miles of school. 1 = Manager located within 50 miles of school. 0 = Manager located 51+ miles from school.</p> <p>Mileage distances shall be checked using Google Maps during evaluation.</p>
Response	

QUESTION	8. Please detail how you will deliver value for money in this contract. Please also include the level of annual financial return to the school and how this shall be processed.
Scoring	<p>5 = Excellent response, completely relevant and adds value. Excellent evidence provided. Excellent evidence provided. 4 = Good response, relevant. Detailed and relevant evidence provided. 3 = Satisfactory, relevant, acceptable response. Relevant evidence provided. 2 = Unsatisfactory response, only partially relevant. Partial/limited evidence provided. 1 = Poor response, little relevance. Irrelevant/negligible evidence provided. 0 = Very poor response; not relevant. No evidence provided.</p>
Response	

QUESTION	9. Please describe any added value that your organisation can bring to the delivery of this contract.
Scoring	<p>5 = Excellent response, completely relevant and adds value. Excellent evidence provided. Excellent evidence provided. 4 = Good response, relevant. Detailed and relevant evidence provided. 3 = Satisfactory, relevant, acceptable response. Relevant evidence provided. 2 = Unsatisfactory response, only partially relevant. Partial/limited evidence provided. 1 = Poor response, little relevance. Irrelevant/negligible evidence provided. 0 = Very poor response; not relevant. No evidence provided.</p>
Response	

QUESTION	10. Please detail how your approach will complement our school ethos and values.
Scoring	<p>5 = Excellent response, completely relevant and adds value. Excellent evidence provided. Excellent evidence provided. 4 = Good response, relevant. Detailed and relevant evidence provided. 3 = Satisfactory, relevant, acceptable response. Relevant evidence provided.</p>

	2 = Unsatisfactory response, only partially relevant. Partial/limited evidence provided. 1 = Poor response, little relevance. Irrelevant/negligible evidence provided. 0 = Very poor response; not relevant. No evidence provided.
Response	

QUESTION	11. Please provide an implementation plan detailing the steps, tasks and activities you will take to mobilise this contract ready for commencement. This can be provided as a separate attachment if required and can exceed 500 words.
SCORING	5 = Excellent response, completely relevant and adds value. Excellent evidence provided. Excellent evidence provided. 4 = Good response, relevant. Detailed and relevant evidence provided. 3 = Satisfactory, relevant, acceptable response. Relevant evidence provided. 2 = Unsatisfactory response, only partially relevant. Partial/limited evidence provided. 1 = Poor response, little relevance. Irrelevant/negligible evidence provided. 0 = Very poor response; not relevant. No evidence provided.
RESPONSE	

Price Schedule

Costs

Please detail your costs for year one of the contract:

DESCRIPTION	£	AVERAGE NO. OF DAILY PUPILS	TOTAL DAYS EACH SCHOOL YEAR (5X39)	COST (£ X NO. OF PUPILS X TOTAL DAYS)
Price per universal/pupil premium school meal:	£	[enter number]	195	£
Price per meal for paid for school meals:	£	[enter number]	195	£
SUB-TOTAL				
Management Fees/Costs (per year):	£			
Implementation Fees/Costs (total):	£			
SCHOOL MEAL SUB TOTAL + MANAGEMENT FEE + IMPLEMENTATION COSTS = YEAR ONE TOTAL COSTS				£

Operational Profit/Loss

Please detail your calculated operational profit or losses for year one, based on the key information provided in this document. Also note any proposal for profit share with the school.

DESCRIPTION	Calculated operational profit	Calculated operational loss	Profit share proposal	Profit to be returned to school (£)
Turnover (price per meal x number of meals served), less cost of food and cost of staff:	£	£		£

References

Please provide details of three contracts, which are relevant to this requirement, whom we can contact to verify the information that you have submitted in your tender response. Information shall not be scored, but used to verify the information that you have provided within your tender response.

Contract 1

SCHOOL NAME:	
CONTACT NAME:	
CONTACT EMAIL ADDRESS AND PHONE NUMBER:	
DESCRIPTION OF CONTRACT:	
CONTRACT COMMENCEMENT DATE:	
CONTRACT END DATE:	
VALUE OF CONTRACT:	

Contract 2

SCHOOL NAME:	
CONTACT NAME:	
CONTACT EMAIL ADDRESS AND PHONE NUMBER:	
DESCRIPTION OF CONTRACT:	
CONTRACT COMMENCEMENT DATE:	
CONTRACT END DATE:	
VALUE OF CONTRACT:	

Contract 3

SCHOOL NAME:	
CONTACT NAME:	
CONTACT EMAIL ADDRESS AND PHONE NUMBER:	
DESCRIPTION OF CONTRACT:	
CONTRACT COMMENCEMENT DATE:	
CONTRACT END DATE:	
VALUE OF CONTRACT:	