



Home Office

Catering at Kent Intake Unit (KIU)

Statement of Requirements

Date: November 2023

Version: 1.3

1. Background

- 1.1. This requirement and current service has been in place since July 2021.
- 1.2. The requirement is to provide sandwiches to minors who are in the care of the National Asylum Intake Unit (NAIU) until they are transported to allocated accommodation.
- 1.3. This service was deemed essential when the age of children and nutritional needs were considered.
- 1.4. The quantity of food that is needed varies depending on arrivals.

2. Core Service Requirements

- 2.1. Provision of food to the Kent Intake Unit on a regular basis at the below address:
 - 2.1.1. Unit 5, Channel View Road, Dover, CT19 7TW
- 2.2. Provision of sandwiches (approximately 175 units per month) on a regular basis to the unit to be distributed to children. However, there will be no volume obligations and there must be flexibility to order sandwiches to meet demand.
- 2.3. Sandwiches must be pre-packaged and delivered by lunchtime on agreed days of delivery. These sandwiches should be pre-packaged and able to be stored in the fridge. All sandwiches should have a shelf life of 3 days.
- 2.4. The Supplier shall be able to provide sandwiches which are Halal.
- 2.5. The proportion of sandwiches would be approximately chicken sandwiches (70%), egg and mayo sandwiches and veggie sandwiches (30%).
- 2.6. Although daily deliveries are not required, the Supplier shall be able to provide additional sandwiches at short notice should the number of children be unprecedentedly high. An order made the previous day should be able to be fulfilled by lunchtime the following day to satisfy demand
- 2.7. All orders must be sent via email to [REDACTED]
- 2.8. Tuesday to Friday 8:30am to 11am Delivery - requires order by 13:00pm the day prior
- 2.9. Monday 8:30am to 11am Delivery - requires order by 13:00pm the previous Friday. Saturday 12:00pm Delivery - requires order by 10am the day prior

3. Contract Length

- 3.1. The initial proposed contract length for this service is 12 months.