



Home Office

# **Catering at Croydon Intake Unit (CIU)**

## **Statement of Requirements**

**Date:** December 2023

**Version:** 2.0

## **1. Background**

- 1.1. This requirement and current service has been in place since before July 2022.
- 1.2. The requirement is to provide sandwiches to destitute individuals and families who are in the care of the Croydon Intake Unit (CIU) until they are transported to allocated accommodation.
- 1.3. This service is deemed essential given the customer mix in CIU with a high proportion of families with young children and as they can be with us for up to 10 hours before their transport arrives.
- 1.4. The quantity of food that is needed varies depending on the volume of arrivals and how long they are here for.

## **2. Core Service Requirements**

- 2.1. Provision of food to the Croydon Intake Unit on a regular basis at the below address:
  - 2.1.1. 2<sup>nd</sup> Floor, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY
- 2.2. Provision of sandwiches (approximately 300 units per month / 75 sandwiches per week) on a regular basis to the unit to be distributed to destitute adults and children.
- 2.3. We would also require lunch bags to be provided to accompany each sandwich. As an example, this should contain a packet of crisps, a whole piece of fruit and a snack e.g., brownie, chocolate, or breakfast bar. For information, a drink is not required as we have water available on-site.
- 2.4. The supplier must be able to adjust on a monthly base depending on the demand.
- 2.5. MOQ is 30 items. No minimum value, just the order quantity needs to be 30 items.
- 2.6. These sandwiches should be pre-packaged and delivered by agreed upon times on agreed days of delivery.  
Delivery Monday, Wednesday estimated times of 11:00 to 12:00 (midday).  
Tuesday, Thursday, Friday and Saturday delivery time estimated 09:00 to 10:30 am, if not before
- 2.7. Tuesday to Friday delivery, order must be placed before 13:00 pm the day prior (strict cut off time) Monday's delivery, order needs to be in by Friday 1 pm, the week before. Saturday delivery needs to be ordered on the Friday before 10am. Timings do change when there are Holidays etc. but notice is given prior.
- 2.8. These sandwiches should be pre-packaged and able to be stored in the fridge. The longevity of the sandwiches should be a minimum of 3 days.
- 2.9. All products must be kept refrigerated below 5 degrees Celsius
- 2.10. The Supplier shall be able to provide sandwiches which are Halal.
- 2.11. The proportion of sandwiches would be approximately chicken sandwiches (50%), egg and mayo sandwiches (20%), veggie/cheese sandwiches (25%) and Vegan option (5%). The buyer will specify the items for each order.

### **3. Contract Length**

3.1. The initial proposed contract length for this service is 12 months, there will be an optional 12 month extension in the contract.