FEDERATION OF HACKBRIDGE PRIMARY SCHOOL AND SPENCER NURSERY SCHOOL

CATERING CONTRACT

CLARIFICATION QUESTIONS AND ANSWERS TO 13.6.25

Are you able to share a link for the portal as I am still struggling to see where we will upload our tender submission?

I was advised yesterday that this portal is not available to us. I have therefore amended the ITT to request that all tenders are submitted to this email address by 12 noon on 27th June. No tender will be opened until after 12 noon on 27th June. Please give your tender email the title Catering Contract tender –company name.

So just to clarify, you’re happy for us to submit our own style company budgets for 3 years, or would you simply prefer a meal price?

We would ideally like to see both.

Do you have a pricing matrix you would like us to complete? – The ITT asks for this but I cannot seem to find it, my apologies if I have just missed this? – And how many years pricing would you like us to submit?

We would like pricing for 3 years, sorry the reference to a pricing matrix should have been removed.

Do you have the start dates of all the employees and their correct sickness terms?

All TUPE information we have is in appendix B. Once the contract is awarded the outgoing company will provide all remaining information.

Who covers the nursery cooks holiday? – Is this Caterlink or the nursery staff?

The contractor winning the bid would be responsible for covering the nursery cook, our staff cannot provide cover.

Would you be interested in a budget for a delivered service from the Hackbridge Corner campus? – This is a large and well-equipped kitchen that could serve the other sites and keep overall costs down.

You are welcome to submit this, however we do prefer all food to be prepared and consumed on the same site.

In the ITT it states that any clarifications and the responses to the ITT should be uploaded to the e-tendering portal.  I have used the link within 1.7 of the ITT for [www.londontenders.org](http://www.londontenders.org) but cannot locate this opportunity once on the portal.

Is this correct or are you able to send me a link?

Please see previous email re sending queries.

Is there a page limit on the Executive Summary? I can see there are page limits for the method statements.

Use Arial font size 12 and no more than 2 sides of A4.

I'm preparing our submission and need to locate where to submit our proposal.  I understand it should be submitted via pro-actis, but I can't find this specific opportunity. Could you please send me the direct link?

We are currently experiencing some issues with our upload to pro-actis so I think the best thing is for everyone to email their tenders to this email account.

Any clarification questions received will be answered and the answer sent to all participants