

King Athelstan Primary School

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Headteacher: Emily Newton

Dear Contractor,

INVITATION TO TENDER (ITT) for Outsourced Catering at King Athelstan Primary School

1 Your organisation, along with others, is invited to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:

Document 1	Instructions and Information on the Tendering Procedures.
Document 2	Specification of the Requirement
Document 3	Tender Timetable
Document 4	Format of Bids
Document 5	Scoring Information
Document 6	Tender Pricing Matrix
Document 7	Catering Declarations
Document 8	Personnel Security Standard Checks
Document 9	King Athelstan General Data Protection Policy
Document 10	Eligible Expenditure
Document 11	School Food Standards Guidance

2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender, which must be returned by the date and time given below.

3 One copy of your tender must be received by Sarah Kearns or Julie Bywater, School Business Managers, at the above address no later than 9am on 08/06/2021. Late tenders will **not** be considered.

4 If having read the enclosed specification you decide not to submit a tender, I would be grateful if could send your reasons (though you are under no obligation to do so) to Sarah Kearns or Julie Bywater, our School Business Managers, at the above address marked 'No Tender.'

5 Please contact the School Business Managers if you have any questions about the tendering procedure. The enclosed Document 1 also contains details for providing you with further information or clarification of the School's requirement.

I look forward to your response.

Yours sincerely

Emily Newton
Headteacher

