



CHECKLIST

How to Issue a Call for Tenders for Cold Lunch and/or Afterschool Club

(for contract value less than €50,000)

School Meals Scheme 2025/26

Cold Lunch and/or Afterschool Club Procurement Checklist – Summary

1. First Steps

2. Seek Tenders

3. Evaluation Process

4. Post-Award Process

1

First Steps

- ☐ Become familiar with the SDG02 TN-06 Technical Guidance
- ☐ Contact your insurance provider
- ☐ Estimate the contract value
- ☐ Prepare the procurement suite of document

Further information available at:
www.spu.ie/resources/cold-lunches-for-primary-schools-only

See Page 3

2

Seek Tenders

- ☐ Seek a minimum of 3 tenders:
 - Email companies of your choice

See Page 4

3

Evaluation Process

- ☐ Evaluate the received submissions
- ☐ Draft and issue result letters

See Page 5

4

Contract Award Process

- ☐ Sign the Contract and related documents
- ☐ Publish a Contract Award Notice (CAN) on eTenders if the contract is over €25,000

See Page 6

Cold Lunch and/or Afterschool Club Procurement Checklist – 1. First Steps

1. First Steps

2. Seek Tenders

3. Evaluation
Process

4. Contract
Award Process

Step 1: Become familiar with the SDG02 TN-06 Technical Guidance



In preparation for your school's procurement process for the provision of Cold Lunch/Afterschool Club, please review the [SDG02 TN-06 Guidance for Existing Primary Schools in Relation to Facilities for Provision of School Meals](#) (Section 2). The document considers technical guidance for cleaning requirements and provides guidance as to how the provision of meals may be impacted by building related statutory requirements such as the Building Regulations, planning consent, health & safety and food legislation. Its aim is to ensure that compliance, where applicable, is achieved.

Step 2: Contact your insurance provider



Schools are advised to contact their insurance provider to discuss the service provision and to ensure there are no insurance implications.

Step 3: Estimate the contract value



Download the Cold Lunch and/or Afterschool Club Calculator ([link](#)) and complete it as per the instruction notes to obtain your estimated contract value for a maximum 3-year term.

Step 4: Prepare the procurement suite of documents



Download and complete the Call for Tender (CFT) document ([link](#))



Download and complete the Tender Response Document (TRD) ([link](#))



Watch the Video Guide: How to Complete the Cold Lunch and/or Afterschool Club Procurement Documents ([link](#))

You can save your school's CFT and TRD using the following file naming convention:



CFT [Meal-type(s)] – [School Name] [School Roll Number]

TRD [Meal-type(s)] – [School Name] [School Roll Number]

Example: CFT Cold Lunch - St. Mary's Dublin 12345A

You can also add the date at the end.

Cold Lunch and/or Afterschool Club

Procurement Checklist – 2. Seek Tenders

1. First Steps

2. Seek Tenders

3. Evaluation
Process

4. Contract
Award Process



Email at least 3 service providers of your choice, with the procurement suite of documents attached to the e-mail

- You can use the e-mail template available below
- All emails must be issued at the same time to allow all service providers the same time to respond
- Allow service providers a minimum of 3 weeks to respond to your request
- Mandatory site visits must be between day 7 and day 13 after the CFT issuing date

E-mail template:

Dear [insert contact name],

Your organisation is invited to submit a tender for the provision of [insert meal-type(s)] to [insert school name and roll number].

Attached are:

- CFT (Call for Tender)
- TRD (Tender Response Document)

Please read the CFT carefully. Failure to comply with the requirements and timelines will invalidate your tender, which must be returned by the date and time given below.

Please note that a site visit is mandatory. You can request a site visit appointment by contacting us at ([insert your e-mail address]) before the site visit date indicated in the CFT.

Your Tender Response Document must be submitted via e-mail, addressed to [insert point of contact name] ([insert your e-mail address]), **no later than 15:00hrs, on [DD MONTH YYYY]**.

Late submissions will not be considered.

If having read the CFT you decide not to submit a tender, I would be grateful if you could send your reasons (though you are under no obligation to do so) to the above-mentioned contact, marked "No submission".

Do not hesitate to contact [insert point of contact name] ([insert your e-mail address]) if you have any queries about this request.

I look forward to your response.

Cold Lunch and/or Afterschool Club

Procurement Checklist – 3. Evaluation Process



Before proceeding to the guidance available below, schools must understand these critical factors for consideration to prevent legal challenges:

If public procurement competitions are not carried out appropriately, they can lead to legal challenge and reputational damage to the school and staff.

For schools who are in the process of tendering for School Meals, it is critical to understand that they must follow the procurement rules of confidentiality, fairness, equal treatment and transparency. This means that schools **can not:**

- 1) share any information or engage in any way with any School Meals service provider outside of the formal procurement process.
- In the event a school does engage in any way with a School Meals service provider outside of the formal procurement process, it will jeopardise the school's procurement process and possibly lead to its collapse, resulting in the need to retender, and open the school and its staff to legal risk and challenge;
- 2) discuss any details of the competition, the tenderers and/or their tenders with anyone outside of the school's tender evaluation team, as the procurement process is strictly confidential.

Step 1: Access Submissions

It is best practice to wait until the tender deadline passes to open all the submission files received.

Step 2: Set up your Evaluation Team

Review the recommended composition of an Evaluation Team ([link](#))

Step 3: Evaluation Team members to sign Conflict of Interest and Confidentiality Declaration

Download the Conflict of Interest and Confidentiality Declaration, which must be read and signed by all members of the Evaluation Team ([link](#))

Step 4: Conduct the Compliance Check and Evaluation of the Qualitative Award Criteria

Download and complete the Evaluation Spreadsheet ([link](#))
This document is is for the school's records only, for registering the compliance check, and scores and feedback for the qualitative award criteria. Please ensure to read guidance notes within this file.

Watch the Video Guide: How to Complete the Evaluation Spreadsheet ([link](#))

Download and complete the Evaluation Report ([link](#))
This document is is for the school's records only.

Step 5: Draft, finalise and issue result letters to tenderers, according to your findings

Download the required letter templates for your procurement process:

- [Letter to non-compliant Tenderer template](#)
- [Letter to unsuccessful Tenderer template](#)
- [Letter to preferred Tenderer template](#)

Cold Lunch and/or Afterschool Club

Procurement Checklist – 4. Contract Award Process



Contract Award

Once the required standstill period has elapsed without challenge, and upon receipt of all required final documentation from the successful service provider, the school must complete the contract documents and print two original copies of each. These two copies are then sent to the Service Provider for their signature and return. Once both fully signed copies are returned, the school representative will countersign them, ensuring one fully executed original remains with the school and the other is returned to the service provider. Please note that the below documents must be completed and signed by both parties.

- Services Contract (see Appendix 5 of your published CFT document), including all schedules.
- Confidentiality Agreement (see Appendix 6 of your published CFT document).
- Data Processing Agreement – DPA (see Appendix 8 of your published CFT document).



Contract Award Notice (CAN)

Contracting authorities are required to publish contract award information for **all procurements over €25,000** (exclusive of VAT) on the eTenders website on completion of the award whether the procurement was advertised on eTenders or not (for example, via email). Full details are contained in [Circular 05/23](#).

For publishing a CAN for contracts between €25,000 and €50,000 on eTenders, please see OGP video guide on eTenders. Once you are logged in on your eTenders account, click on the “Guidance Videos” button on your home page, then expand the heading called “PUBLISH A NOTICE (EFORM)”, and follow the steps on the video guide named “Standalone Contract Award Notice, Single Lot - No TED Publication (General, Directive 24)”. If you need to register or retrieve an account, please see available guidance [here](#).