**Carr Hill High School - Uniform Supply Tender Document**

Tender Title: Supply and Delivery of School Uniforms

**1.** Introduction

**1.1** Purpose of the Tender

Carr Hill High School is inviting tender submissions from qualified uniform suppliers to provide a comprehensive range of school uniforms for the 2026-2029 period. This tender aims to select a uniform provider who will deliver high-quality, durable, and compliant uniforms for our students, in line with new legislative requirements on sustainability, labour practices, and ethical sourcing.

This tender seeks to identify a provider who can meet our school’s needs and expectations and who aligns with our commitment to high standards of quality, sustainability, and fair labor practices.

**1.2** Legal Compliance

The selected provider must comply with all relevant legal requirements, including but not limited to:

* The Modern Slavery Act 2015 (UK) or equivalent in other jurisdictions
* Environmental Sustainability Standards, including the EU Green Deal, eco-friendly material sourcing, and other applicable laws regarding sustainable manufacturing
* Data Protection Regulations, such as GDPR for European Union-based suppliers
* Any other relevant legislation that impacts the uniform production and sales process

**2.** Scope of Services

**2.1** Uniform Supply

The selected provider will be responsible for the following:

* Design, manufacture, and supply of school uniforms for students of [Your School Name].
* Customization of uniforms as required, including school logos, colors, and sizes.
* Maintenance of stock levels to accommodate year-round orders, including new and replacement uniforms.
* Provision of uniform ordering systems (online and/or in-person options for parents).
* Delivery of uniforms in a timely manner, with clear schedules for both bulk orders and individual parent orders.

**2.2** Delivery and Fulfillment

The uniform supplier will be required to:

* Deliver uniforms in a timely manner, particularly ensuring that uniforms are available for parents to purchase by April 2026.
* Provide a clear and user-friendly online ordering system for parents, which must be accessible starting from April 2026.
* Ensure all ordered uniforms are delivered according to the agreed timelines, with options for delivery to home addresses or school collection points.

**2.3** Quality Assurance

* All uniforms must meet the specified quality standards for fabric durability, comfort, and fit.
* The supplier must provide certification for any sustainability claims made (e.g., use of organic cotton, fair trade materials).
* The supplier will be required to submit product samples for approval before production begins.

**2.4** Pricing

The uniform provider must submit a detailed cost proposal, including per-item pricing, bulk order discounts, delivery costs, and any additional charges.

The pricing must remain fixed for a minimum of 12 months after the contract award. Provisions for price adjustments after this period should be clearly stated.

**2.5** Rebate or Discount Incentive

Carr Hill High School encourages uniform suppliers to offer added value as part of their pricing submission. Suppliers are invited to include one or both of the following:

**Option A** – Annual Rebate: An annual rebate equivalent to 5% of total uniform sales to Carr Hill High School families, to be provided in the form of store credit or voucher balance redeemable by the school for use in supporting disadvantaged pupils, student events, or other uniform needs.

**Option B** – Discounted Supply Value: A commitment to provide a discount up to a nominated annual amount of up £2000 off uniform items purchased either by the school or on behalf of selected pupils.

Suppliers should clearly state:
- Which option(s) they propose to include
- The specific value or percentage offered
- How the rebate or discount will be applied and reported

This element will be considered under the “Price” and “Value for Money” criteria in the evaluation process.

**3.** Tender Submission Requirements

**3.1** Submission Deadline

Tender submissions must be received by 18th July 2025. Any tenders received after this date will not be considered.

**3.2** Submission Format

Tender submissions should include the following documents:

* **Company Profile:** A brief overview of the company, including experience in providing school uniforms, certifications, and relevant portfolio examples.
* **Compliance Statement:** A declaration of compliance with all relevant legal, environmental, and ethical sourcing standards.
* **Product Range:** A catalog or list of uniforms, sizes, and customization options available.
* **Pricing Breakdown:** A detailed breakdown of the uniform costs, including individual pricing, bulk pricing, and any additional fees.
* **Sustainability Practices:** A description of the supplier’s sustainability practices, including sourcing of materials, energy efficiency, waste reduction, and labor practices.
* **Delivery Plan:** A detailed timeline for uniform production, delivery, and the setup of an ordering system for parents.
* **References:** At least two references from other schools or organizations where the supplier has provided uniforms.

**3.3** Evaluation Criteria

Submissions will be evaluated based on the following criteria:

Price & Value for Money (40%)

Quality and Durability of Materials (30%)

Sustainability and Ethical Sourcing (20%)

Delivery and Fulfillment Capabilities (10%)

**4.** Contract Terms and Conditions

**4.1** Contract Duration

The contract will commence on 1st April 2026 and will run for a period of 3 years, with the option for an extension based on performance. The contract end date is 31st March 2029

**4.2** Non-Selling Clause

In the event that the bidder is not selected as the preferred provider, they agree not to sell, distribute, or manufacture uniforms or related products based on the designs, materials, or specifications provided for Carr Hill High School. This restriction shall remain in place for a period of 3 years following the conclusion of this tender process.

**4.3** Intellectual Property

Any designs, logos, or branding associated with the uniforms will remain the intellectual property of Carr Hill High School. The provider will have the right to produce and distribute uniforms only under the terms of this contract.

**4.4** Termination

Either party may terminate the contract by providing 8 months’ notice in writing. Grounds for termination may include failure to meet agreed-upon standards of service, product quality, or legal compliance.

**5.** Submission Instructions

Please submit your tender responses to the following address:

Carr Hill High School, Royal Avenue, Kirkham, PR4 2ST – rwilson@carrhill-ept.com

If you have any questions or require clarification, please contact:

Rachael Wilson – rwilson@carrhill-ept.com 01282 682008

**6.** Timeline

The following is the timeline for the tender process:

Tender Issued: 23rd June 2025

Tender Submission Deadline: 18th July 2025

Tender Evaluation Period: 7 weeks (inclusive of school holidays)

Notification of Outcome: 5th September 2025

Contract Finalisation and Signing: 9th September 2025

Delivery of Uniforms for Pre-Ordering: By April 2026

**7.** Contact Information

For any further queries or to discuss your submission, please contact:

Rachael Wilson

School Business Manager

Carr Hill High School

01772 682008

rwilson@carrhill-ept.com