***Invitation to Tender***

St Joseph’s R.C. High School are seeking quotations for the provision of transport services as detailed within the specification.

The term of the contract will be for 3 years with the option to extend for a further 2 years. The contract will commence on 1st September 2025.

Timeline of events

|  |  |
| --- | --- |
| **Event** | **Date** |
| Request for quotations | 28/04/2025 |
| Deadline for responses | 23/05/2025 |
| Contract award | w/c 12th June |
| Contract commencement | 01/09/2025 |

All completed documentation along with any queries should be returned to [finance@st-josephs.bolton.sch.uk](mailto:finance@st-josephs.bolton.sch.uk) marked for the attention of Miss C Roberts.

Documents to be returned:

* Quotation submission
* Details on how you are able to meet the specification requirements
* Copy documentation of employer’s liability insurance, public liability insurance, motor insurance for the coaches / buses.
* Copy documentation to confirm financial stability through provision of the most recent audited financial accounts
* Confirmation if you are an Accredited Living Wage employer or pay at least the Living Wage Foundation hourly rate to employees.
* Confirmation your organisation complies with the following legislation:
  + Equality Act 2010
  + Employment Rights ACT 1996
  + Employment Relations Act 1999
  + Modern Slavery Act 2015
  + Health and Safety at Work Act 1974
  + Data Protection Act 2018
* Details of safeguarding practices to comply with Appendix A