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Tender

## Supply and Installation of Audio-Visual Devices

GLF SCHOOLS

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-002865

Procurement identifier (OCID): ocds-h6vhtk-060522

Published 13 January 2026, 5:07pm

### Scope

### Reference

GLF-0018

### Description

The Trust is seeking experienced audio-visual providers to supply and install audio-visual devices in several of its schools

### Total value (estimated)

- £300,000 excluding VAT
- £360,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 25 May 2026 to 31 August 2027
- 1 year, 3 months, 7 days

## **Main procurement category**

Goods

## **CPV classifications**

- 32321200 - Audio-visual equipment

## **Contract locations**

- UKI62 - Croydon
- UKI63 - Merton, Kingston upon Thames and Sutton
- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire
- UKJ2 - Surrey, East and West Sussex
- UKJ3 - Hampshire and Isle of Wight

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## **Participation**

### **Legal and financial capacity conditions of participation**

The minimum annual turnover for a bidder shall be £400,000.

Bidders must agree to contract under the terms and conditions provided at Annex B to the

Invitation to Tender document.

Bidders must have, or must be prepared to commit to obtain prior commencement of the Contract, the following levels of insurance:

- Product Liability £5 million
- Employer's Liability £5 million
- Public Liability £5 million
- Professional Indemnity cover £1 million

Bidders must be compliant with UK GDPR and the Data Protection Act 2018

All of the individuals carrying out the Contract will be required to be subject to an enhanced DBS (Disclosure and Barring Service) check.

Bidders must provide a Health & Safety Policy compliant with current legislative requirements.

Bidders must have a Carbon Reduction Plan in line with PPN 06/21 (where applicable).

Bidders must have a Modern Slavery Statement (if required by law).

## **Technical ability conditions of participation**

Bidders must hold the following certifications (or equivalent internal policy documents): ISO 9001 and ISO 14001.

Bidders must employ at least 3 manufacturer-certified engineers (i.e. HikVision, Promethean, SMART etc).

Bidders must have successfully delivered at least 3 similar projects, involving delivery installation and integration of AV devices during the last 3 years, to educational customers.

## **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

23 January 2026, 12:00pm

### **Submission type**

Tenders

### **Tender submission deadline**

18 February 2026, 5:00pm

### **Submission address and any special instructions**

Tenders must be submitted by email to [procurement@glfschools.org](mailto:procurement@glfschools.org), for the attention of Cath Connolly.

Submissions should be clearly marked in the subject heading of the email as "Response to GLF-0018 Tender"

### **Tenders may be submitted electronically**

No

## Languages that may be used for submission

English

## Award decision date (estimated)

24 March 2026

## Award criteria

Name	Description	Type	Weighting
Price	Please describe how your organisation will deliver meaningful social value and contribute to environmental sustainability throughout the delivery of this contract.	Price	55%
TQQ01 - Proposed Solution	Describe how the proposed AV equipment solution matches the Trust's specification and what quality assurance measures you employ to ensure the AV equipment's durability and performance over time.	Quality	10%
TQQ02 - Project Implementation	Please provide a plan for the installation process, including resources, timeline and measures to minimise disruption to school activities	Quality	10%

Name	Description	Type	Weighting
TQQ03 - Integration with Classroom Devices	Please explain how you will handle integration of the new AV equipment with our existing classroom devices	Quality	10%
TQQ05 - Social Value and Sustainability	Please describe how your organisation will deliver meaningful social value and contribute to environmental sustainability throughout the delivery of this contract.	Quality	10%
TQQ04 - After-Sales Support and Training	What after-sales support and maintenance services do you offer? What training will you provide to our staff to ensure they can confidently operate and maintain the AV equipment?	Quality	5%

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

## **Procedure type**

Competitive flexible procedure

## **Competitive flexible procedure description**

This tender is a two-stage process.

The first stage is to invite potential bidders to submit tenders, comprising a written response and a financial offer. Tender documentation is attached to this notice, which will give potential bidders an overview of the procurement project. INTERESTED BIDDERS MUST THEN REQUEST COPIES OF THE TENDER RETURN DOCUMENTS - please refer to the Documents section of this notice.

Tender submissions will be evaluated and moderated, and up to the three Most Advantageous Tender responses will be shortlisted and invited to a second stage.

At the second stage, bidders will present their solutions to the Trust and answer any clarification questions raised by the Trust. Further evaluation and moderation of the bids will be undertaken by the Trust, which will include obtaining satisfactory references of the shortlisted bidders.

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## **Documents**

### **Associated tender documents**

[Invitation to Tender.docx](#)

[Annex A - Requirement and Specification.docx](#)

[Annex B - Terms and Conditions.docx](#)

## [Annex C - School Site Addresses.docx](#)

### **Documents to be provided after the tender notice**

Tender Return Documents will be provided to interested bidders by email. These documents comprise:

Appendix 1 - Form of Tender

Appendix 2 - Schedule of Prices

Appendix 3 - Mandatory Questions and References

Appendix 4 - Technical Quality Questions

Appendix 5 - Conflict of interest declaration

Appendix 6 - Confidential information declaration

Appendix 7 - Non-Collusion / Non-Canvassing declaration

Interested bidders should contact Cath Connolly at [cconnolly1@glfschools.org](mailto:cconnolly1@glfschools.org), requesting copies of the Tender Return Documents for GLF-0018.

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### **Contracting authority**

#### **GLF SCHOOLS**

- Companies House: 07551959
- Public Procurement Organisation Number: PHBQ-3225-WLBD

The Beacon School

Banstead

SM7 1AG

United Kingdom

Contact name: Cath Connolly

Email: [cconnolly1@glfschools.org](mailto:cconnolly1@glfschools.org)

Region: UKJ26 - East Surrey

Organisation type: Public authority - sub-central government