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Tender

## Project Management Services

CHILTERN LEARNING TRUST

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

Notice identifier: 2026/S 000-005438

Procurement identifier (OCID): ocds-h6vhtk-05f5b9 ([view related notices](#))

Published 21 January 2026, 3:48pm

## Changes to notice

This notice has been edited. The [previous version](#) is still available.

21/01/26 - Revised ITT and Appendix B published to address a number of clarification requests submitted to CLT.

We will be circulating a register of all clarifications issued by CLT on the 28th January 2026, ahead of the Tender submission deadline of 2 February 2026, 11:59pm to all bidders who have submitted requests.

If you are considering a tender submission and would also like to receive a copy of the register please email [cgiles@chilternlearningtrust.org](mailto:cgiles@chilternlearningtrust.org) before 27 January 2026, 11:59pm

## Scope

### Description

CLT is publishing this Invitation to Tender in order to appoint a Project Management Consultancy to support our capital investment programme for an initial three year period, with options to further extend by two further 1 year periods.

Our capital investment programme is funded by a combination of SCA grant and a further annual contribution made by each of our schools. Prioritisation of that funding each year is guided by criteria set by our Trustees and building condition data.

The appointed consultancy will support the further development of a Trust-wide Asset Management Plan (AMP) that aligns with the DfE Good Estate Management for Schools (GEMS) framework. The AMP will consolidate existing fabric and M&E condition data and provide a structured basis for planned preventative maintenance (PPM) and capital investment planning across the estate.

The objective of the support provided by the appointed consultancy is to:

- ? Establish a consistent condition dataset across all schools in the Trust.
- ? Prioritise maintenance and lifecycle investment works in a transparent and evidence-based manner.
- ? Support Trust budget planning, compliance obligations, and strategic estate decision-making.

In addition, the appointed consultancy will provide a range of project management and consultancy services to support our capital programme.

It is envisaged a single supplier will be appointed to fulfil both the asset management support requirements and the project and consultancy services.

As specific projects are not yet defined and subject to allocation of funding from the DfE, there is no commitment to particular volumes of business under the Trust's contract with the supplier.

All support required will be provided by suitably qualified staff within the appointed organisation to provide the following services within the total percentage fee submitted in Appendix B:

- ? Prepare Scope of Works or Design Brief
- ? Work up a programme to deliver projects by agreed dates with the Estates Manager
- ? Develop detailed design
- ? Provide a list of contractors (names & email contact details) who should be alerted to the project for bidding purposes
- ? Prepare draft tender documents including detailed evaluation criteria and liaise with the Trust to reach a final version which will be advertised to the open market
- ? Respond to any project specific tender clarifications
- ? Evaluate all the tender bids, documenting your analysis, scoring and commentary against the evaluation criteria, providing a tender evaluation report and recommendation on which contractor(s) should be appointed and why and providing detailed feedback for those contractor(s) who were unsuccessful and communicating this feedback to those contractors
- ? Following endorsement or agreement of the preferred contractor(s), draft a contract using an appropriate JCT format; The Trust will need to endorse and sign the contract, but the appointed organisation is responsible to issuing to the contractor(s) and following through on signatures
- ? The appointed organisation will be required to operate independently of CLT staff but be accountable to the Estates Manager
- ? The appointed organisation will liaise and deal with the Estates Manager to deliver the agreed programme of work on time and on budget to the satisfaction of all
- ? Risk management and analysis and develop and maintain a project risk register
- ? Management and liaison with sub-consultants appointed separately as necessary by CLT, including:
  - Building surveyor
  - Cost management
  - Town and Country planning advisers
  - Building Control advisers

M&E engineering

Structural and Civil Engineering

Clerk of work

Principal Designer duties under CDM2015 and Building Regulations/Building Safety Act

? Manage the works until handover

? Chair and minute meetings with CLT, stakeholders and contractors

? The appointed organisation will communicate regularly with the Estates Manager updating regularly in writing and through onsite meetings.

? Carry out regular site inspections during the works and provide progress updates to the Estates Manager

? Carry out monthly valuations and monthly predicated final accounts

? Final account preparations for approval by Estates Manager

? Issuing all contractual certification

? Prepare snagging lists and chair handover and commissioning meetings

? End of defects period final inspection meetings

? Act as Contract Administrator, where required

Other survey work

Occasionally the Estates Manager may have requirements for survey work to be undertaken and other ad hoc advice and guidance so unit costs for these should also be provided in the tender exercise:

? Building/area condition survey report incl M&E

? Measured survey

? Schedule of accommodation and BB103 comparison

? Drainage survey

? Due diligence survey

Support in applying for DfE and other grants related to projects will be commissioned as necessary and a quote will be invited from the supplier based upon the day and hourly rates of relevant specialists required.

### **Total value (estimated)**

- £700,000 excluding VAT
- £840,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 24 May 2026 to 23 May 2029
- Possible extension to 23 May 2031
- 5 years

Description of possible extension:

2 x 12 month extensions possible at discretion of client

### **Options**

The right to additional purchases while the contract is valid.

A range of potential services as set out in the ITT

### **Main procurement category**

## Services

### **CPV classifications**

- 70110000 - Development services of real estate
- 71500000 - Construction-related services
- 71600000 - Technical testing, analysis and consultancy services

### **Contract locations**

- UKH2 - Bedfordshire and Hertfordshire

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## **Participation**

### **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

27 January 2026, 11:59pm

## **Tender submission deadline**

2 February 2026, 11:59pm

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

Tenders must be returned via email to the Trust's Director of Finance and Compliance  
[TKelly@chilternlearningtrust.org](mailto:TKelly@chilternlearningtrust.org)

<https://www.chilternlearningtrust.org/>

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

27 February 2026

## **Recurring procurement**

Publication date of next tender notice (estimated): 5 January 2029

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## **Award criteria**

Name	Type	Weighting
Service delivery	Quality	35%
Presentation	Quality	20%
Professional Fees	Price	15%
Account management	Quality	10%
Daily and Hourly rates	Price	10%
Survey costs	Cost	5%
Support for asset management planning	Cost	5%

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Documents

### Associated tender documents



[CLT Invitation to Tender v5.docx](#)

Revised CLT Invitation to Tender, replacing V4 published on 5th January 2026.

Revisions to the previous ITT are highlighted grey throughout

[Appendix B - Schedule of Fees \(v2\).xlsx](#)

Revised Appendix B - Schedule of Fees V2, replacing V1 published on 5th January 2026.

Revisions to the previous Appendix B are highlighted grey throughout

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## **Contracting authority**

### **CHILTERN LEARNING TRUST**

- Companies House: 07559901
- Public Procurement Organisation Number: PXDR-1544-DBVQ

C/O Redgrave Children & Young People's Centre

Luton

LU3 3QN

United Kingdom

Contact name: Jean Leech

Email: [jleech@chilternlearningtrust.org](mailto:jleech@chilternlearningtrust.org)

Website: <https://www.chilternlearningtrust.org/>

Region: UKH21 - Luton

Organisation type: Public authority - sub-central government