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Tender

## **Discovery Educational Trust - Cleaning Tender**

Discovery Educational Trust

F02: Contract notice

Notice identifier: 2025/S 000-006667

Procurement identifier (OCID): ocds-h6vhtk-04e64c

Published 21 February 2025, 12:05pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Discovery Educational Trust

St Martin's House, St Martin's School, Hanging Hill Lane

Hutton

CM13 2HG

#### **Contact**

Rachel OGrady

#### **Email**

[tenders@rivapartnership.co.uk](mailto:tenders@rivapartnership.co.uk)

#### **Telephone**

+44 1252977017

#### **Country**

United Kingdom

**Region code**

UKH3 - Essex

**Internet address(es)**

Main address

<https://www.discoveryeducationaltrust.co.uk/>

Buyer's address

<https://www.discoveryeducationaltrust.co.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-UK-Hutton:-School-cleaning-services./94PBQ3QKCR>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Discovery Educational Trust - Cleaning Tender

#### **II.1.2) Main CPV code**

- 90919300 - School cleaning services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The successful supplier is required to provide excellent cleaning services to the Discovery Educational Trust a Multi Academy Trust, based in South Essex and currently comprising five schools – Chase High School in Southend, Hogarth Primary School, Kelvedon Hatch Community Primary School, Larchwood Primary School and St. Martin's School, all in Brentwood.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,411,605

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKH3 - Essex

Main site or place of performance

Essex

#### **II.2.4) Description of the procurement**

Discovery Educational Trust is a Multi Academy Trust, based in South Essex and currently comprising five schools – Chase High School in Southend, Hogarth Primary School, Kelvedon Hatch Community Primary School, Larchwood Primary School and St. Martin's School, all in Brentwood.

We aim for each of our schools to become the school of choice within the community, offering a broad and exciting range of extracurricular activities to enhance the opportunities within their formal curriculum. More information with regards to the Trust can be found here: <https://www.discoveryeducationaltrust.co.uk>

The successful tenderer will be required to provide cleaning services to three of the schools currently within the Discovery Educational Trust - Hogarth Primary School, Kelvedon Hatch Community Primary School and St. Martin's School.

The contract term being tendered is for three years, 1st September 2025 – 31st August 2028. There is an option for a further extension period for up to two additional years to 31st August 2030.

The contract offers an excellent opportunity to review and propose enhancements to the current cleaning services at the schools. This includes both core term time cleaning and periodic deep cleaning throughout the year.

The schools are keen to secure a high quality cleaning service whereby their students are able to enjoy excellence in education, supported by excellently kept facilities.

The schools expect both a tightly managed service and high levels of productivity to be delivered by the cleaning staff at all times. The schools are proud of their 'family ethos' and expect a management style delivered by the successful contractor that supports, encourages and develops the cleaning staff.

The schools are not obliged to accept the lowest price submitted for this tender, rather they are keen to secure best value from this contract and to deliver best value to its students. Innovative and creative ideas as to how the cleaning services can be developed and improved, will be welcomed. The schools seek a contractor that is keen to work in partnership and who will deliver to its highest abilities, at all times

The annual value of the current contract is £282,321 (the total cost of cleaning per annum over the last annual period, for all schools added together).

Therefore the value of this contract is £1,411,605 (total annual costs as above x 5 as this contract is for a maximum of 5 years).

The contract shall be a fixed price contract with invoices raised monthly to the schools.

Additional requirements and information:

- The Trust has a minimum requirement for a contractor's employers' liability and public liability insurance of £5 million
- The minimum annual turnover that your company must have achieved to be considered for this opportunity is £500,000
- It is anticipated that some employees may be members of the Local Government Pension Scheme (LGPS) and therefore the successful contractor in that instance would be expected to gain Admitted Body Status (ABS) in order to continue contributing to the scheme.
- The winning bidder is required to pay the tender fee directly to RIVA Partnership, upon contract award
- This is a growing Trust. During the tenure of this cleaning contract - any further schools that join this Trust may join this cleaning contract, at the discretion of the client

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £1,411,605

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 September 2025

End date

31 August 2030

This contract is subject to renewal

No

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

Only candidates that meet the minimum selection criteria will progress to tender stage. A minimum of 5 candidates (or less, in the event less than 5 meet the minimum criteria) and a maximum of 10 candidates, will progress

**II.2.10) Information about variants**

Variants will be accepted: Yes

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

4 April 2025

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

The contracting authority reserves the right not to appoint as a result of this tender process and/ or to cancel this tender process at any time. Please note this is a growing Trust and any other schools that may join the Trust during the tenure of this new cleaning contract may, at the Trust's discretion, be added to this contract.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Hutton:-School-cleaning-services./94PBQ3QKCR>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/94PBQ3QKCR>

GO Reference: GO-2025221-PRO-29524046

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Discovery Educational Trust

St Martin's House, St Martin's School, Hanging Hill Lane

Hutton

CM13 2HG

Country

United Kingdom

