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Tender

## **Co-Op Academy Stoke-on-Trent - Lettings Tender**

Co-Op Academy Stoke-on-Trent

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

Notice identifier: 2026/S 000-007542

Procurement identifier (OCID): ocds-h6vhtk-0610c6

Published 28 January 2026, 12:06pm

### **Scope**

### **Description**

Co-op Academies Trust:

Co-op Academies Trust, founded in 2010 is a group of schools across the North of England doing things differently. Made up of Primary, Secondary, Special and Colleges we operate under the belief that by raising aspirations, offering a leading education alongside forward thinking experiences and opportunities outside of the classroom, we can develop tomorrow's leaders and help communities.

Further information regarding the Trust can be obtained here:

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

The Trust is tendering the fully managed lettings services for one of its schools, as below:

Co-op Academy Stoke-on-Trent:

We will deliver an exceptional education to all children and commit to achieving the very best outcomes. We will do this by ensuring a laser sharp focus on standards, in all senses of the word. This is how we will demonstrate our unrelenting ambition for every young person. Our decision-making will place children at the core, making sure we do the things

today that will secure their futures. In turn, we will enhance the life chances of our young people, ensure that they have the best opportunities, and can realise their ambitions.

Further information regarding the School can be obtained here:

<https://www.stokeontrent.coopacademies.co.uk/>

Tender information:

The successful tenderer will be required to provide an efficient and effective fully managed letting services for the Co-op Academy Stoke on Trent which has 1300 pupils and 120 teaching and support staff.

The contract term being tendered is for three years, 1st September 2026 - 31st August 2029. There is an option for a further extension period for up to two additional years to 31st August 2031.

The contract offers an excellent opportunity to review and propose enhancements to the current letting services at the schools.

The school seeks to increase income streams and ensure the commercial viability of lettings by maximising all assets and actively promoting all facilities. A consistent, professional approach to lettings management is required, aiming to increase income, maintain and enhance the school's reputation, deliver a positive social impact, strengthen community engagement and potentially to attract new pupils.

The school is not obliged to accept the best financial offer submitted for this tender, rather the school is keen to secure best value. Creative ideas as to how the lettings activity can be developed, improved and maximised, will be welcomed. The school seeks a contractor that is keen to work in partnership with them and who will deliver to its highest abilities, at all times.

### Competitive Flexible Procedure

This procurement will be run under the Competitive Flexible Procedure. This will follow a two stage approach, with stage 1 being the Procurement Specific Questionnaire (PSQ). Here 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 to stage 2. Any selection of tenderers will be based solely on the criteria set out for the procurement and a minimum score of 60% must be achieved.

Selected tenderers will then be invited to stage 2, the Invitation To Tender (ITT). Here, the evaluation of tender response will be set as 50% price and 50% quality.

Value of contract:

The annual value of the current contract is £62,000 (the total lettings revenue from the last contract year).

Therefore the value of this contract is £310,000 (above total x 5 as this contract is for a maximum of 5 years)

The tender process will be run under a two stage Competitive Flexible procedure.

Additional requirements and information:

- The school has a minimum requirement for a contractor's employers' liability and public liability insurances of £5 million
- The minimum annual turnover that your company must have achieved to be considered for this opportunity is £300,000
- The lettings services are currently contracted to Schools Plus

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

<https://www.delta-esourcing.com/tenders/UK-UK-Stoke-on-Trent:-Non-residential-property-renting-or-leasing-services./S4BS7D343B>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/S4BS7D343B>

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

- £310,000 excluding VAT
- £372,000 including VAT

Above the relevant threshold

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

- 1 September 2026 to 31 August 2029

- Possible extension to 31 August 2031
- 5 years

Description of possible extension:

There is an option for a further extension period for up to two additional years to 31st August 2031.

## **Main procurement category**

Services

## **CPV classifications**

- 70220000 - Non-residential property renting or leasing services

## **Contract locations**

- UKG2 - Shropshire and Staffordshire

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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**

13 March 2026, 12:00pm

### **Submission type**

Tenders

### **Deadline for requests to participate**

13 March 2026, 12:00pm

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

<https://www.delta-esourcing.com/respond/S4BS7D343B>

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

Yes

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

English

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

16 June 2026

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## Award criteria

Name	Type	Weighting
Quality	Quality	50%
Price	Price	50%

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## Other information

### Applicable trade agreements

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Competitive flexible procedure

### Competitive flexible procedure description

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## **Contracting authority**

### **Co-Op Academy Stoke-on-Trent**

- Public Procurement Organisation Number: PCQW-6419-WNRN

Westport Road

Stoke-on-Trent

ST6 4LD

United Kingdom

Contact name: Rachel OGrady

Telephone: +44 1252 977017

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

Region: UKG23 - Stoke-on-Trent

Organisation type: Public authority - sub-central government

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## Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

### **RIVA Partnership Ltd**

Summary of their role in this procurement: Procurement Consultancy supporting the Contracting Authority

- Public Procurement Organisation Number: PPWL-9222-MYRJ

Hones Business Park, 1 Waverley Lane

Farnham

GU9 8BB

United Kingdom

Contact name: Rachel OGrady

Telephone: +44 1252 977017

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

Region: UKJ25 - West Surrey

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## Contact organisation

Contact Co-Op Academy Stoke-on-Trent for any enquiries.