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Tender

Cleaning Contract

RAY ACADEMY TRUST

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

Notice identifier: 2026/S 000-009494

Procurement identifier (OCID): ocds-h6vhtk-061577

Published 3 February 2026, 2:12pm

Scope

Description

We require a new cleaning contract for Roger Ascham Primary School to include daily cleaning of following:

Contract Details

? Contract title: Provision of Cleaning Services

? Contract start date: 1st April 2026

? Initial contract term: 12 months

? Type of contract: Services

Description of the Services

The successful bidder will be responsible for delivering a high-quality, reliable cleaning service, including but not limited to:

? Routine cleaning of offices, classrooms, shared spaces between classrooms, corridors/communal areas, washrooms, staffrooms/kitchens, meeting spaces and

Infant/Junior halls/dining areas.

- ? Floor care including vacuuming, mopping, half termly Infant/Junior Hall floor polishing and periodic deep cleaning.
- ? Weekly wiping over window seals / door frames.
- ? Waste and recycling collection and disposal from the school building.
- ? Supply and management of cleaning materials and equipment.
- ? Periodic and ad-hoc deep cleaning services as required.

A detailed cleaning specification, schedules, and performance standards will form part of the final contract.

Premises Information

- ? Location(s): Roger Ascham Primary School, 1 Wigton Road, Walthamstow, London, E17 5HU
- ? Type of premises: Educational
- ? Approximate size / occupancy: 16 classrooms, 2 sensory rooms, 1 art room, 1 library, 1 nursery/kitchen, 5 offices, 2 staffroom/kitchens, 2 meeting rooms and 2 hall/dining
- ? Cleaning hours: 0600 - 0800 Monday to Friday (term time only with ad-hoc additional deep cleans during the holidays)

Commercial tool

Establishes an open framework

A series of frameworks with substantially the same terms. Awarded suppliers are carried over and new suppliers can bid.

Total value (estimated)

- £65,000 excluding VAT

- £78,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2032
- 6 years

Description of possible extension:

Contract renewal for additional three years on completion of contract.

Main procurement category

Services

CPV classifications

- 90000000 - Sewage, refuse, cleaning and environmental services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)

- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Framework

Open framework scheme end date (estimated)

31 March 2032

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

0%

Framework operation description

Tender Submission Requirements

Bidders must submit a tender response covering the following sections.

Supplier Information

? Company name, registered address, and company registration number

? Contact details for the tender

? Details of relevant experience delivering comparable contracts

Service Delivery Methodology

? Proposed approach to service delivery

? Staffing model, supervision, and management structure

? Recruitment, vetting, induction, and training arrangements

? Business continuity arrangements (including sickness and absence cover)

Quality Assurance and Contract Management

? Quality control procedures and performance monitoring

? Key performance indicators (KPIs) and reporting

? Approach to continuous improvement and customer feedback

Health, Safety and Compliance

? Health and Safety Policy

? Risk assessment and Coshh arrangements

? Evidence of compliance with relevant legislation

? Details of safeguarding procedures (where applicable)

? Insurance certificates (minimum levels to be stated if required)

Environmental and Social Value

? Environmental management practices

? Use of sustainable products and methods

? Waste reduction and recycling measures

? Any added social value benefits (e.g. local employment, apprenticeships)

Pricing and Commercials

- ? Full pricing schedule and cost breakdown
- ? Confirmation of what is included/excluded
- ? Pricing assumptions and inflationary arrangements (if any)

References

- ? A minimum of two references for comparable contracts delivered within the last 3 years.

Evaluation Criteria

Tenders will be evaluated using the Most Economically Advantageous Tender (MEAT) approach, balancing quality and cost.

The Contracting Authority reserves the right to clarify tender submissions where necessary. Clarifications will not be used to change the substance of a tender.

Clarification Process

- ? All clarification questions must be submitted in writing to: ssmith@raymat.net
- ? Deadline for clarification questions: 28/02/2026
- ? Responses may be shared with all bidders to ensure transparency and equal treatment

Submission Instructions

- ? Submission deadline: 06/03/2026
- ? Submission method: ssmith@raymat.net
- ? File format: PDF Document

Late submissions will not be accepted.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

Establishing party only

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

28 February 2026, 11:59pm

Tender submission deadline

6 March 2026, 11:59pm

Submission address and any special instructions

Please submit tenders to finance@raymat.net

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

20 March 2026

Award criteria

Name	Description	Type	Weighting
Price of Delivery	Competitive pricing ensures value for money	Price	60%
Quality control	Effective management of cleaners by supplier results in high quality of work completed by all staff. Full team of staff at all times, with absences being covered.	Quality	40%

Other information

Applicable trade agreements

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

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

[Roger Ascham - Cleaning Tender 2026.docx](#)

Contracting authority

RAY ACADEMY TRUST

- Companies House: 10345317
- Public Procurement Organisation Number: PLWV-3534-THRD

Roger Ascham Primary School

London

E17 5HU

United Kingdom

Contact name: Sarah Smith

Telephone: 02085273157

Email: finance@raymat.net

Region: UKI53 - Redbridge and Waltham Forest

Organisation type: Public authority - sub-central government