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Tender

## **Cleaning Service Contract - Highfield Primary School**

Highfield Primary School C/o SSC Partnership Limited

F02: Contract notice

Notice identifier: 2024/S 000-010306

Procurement identifier (OCID): ocds-h6vhtk-044e45

Published 28 March 2024, 1:34pm

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

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

Highfield Primary School C/o SSC Partnership Limited

12 Nelson Street

Southend-on-sea

SS1 1EF

#### **Email**

[info@sscpartnership.co.uk](mailto:info@sscpartnership.co.uk)

#### **Telephone**

+44 1702338880

#### **Country**

United Kingdom

#### **NUTS code**

UKH31 - Southend-on-Sea

**Internet address(es)**

Main address

<https://in-tendhost.co.uk/sscpartnership>

Buyer's address

<https://in-tendhost.co.uk/sscpartnership>

**I.3) Communication**

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

<https://in-tendhost.co.uk/sscpartnership>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/sscpartnership>

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**

Cleaning Service Contract - Highfield Primary School

Reference number

SSC HFPS CLN 07\_24

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

- 90919300 - School cleaning services

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

Services

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

SSC Partnership and Agent on behalf of Highfield Primary School are currently out to tender for the provision of cleaning services. Suppliers that would like to take part in this tender process are invited to •Express Interest• upon which they will be given access to the full tender documentation delivery through this e-tendering system. When the tender documents have been made available involved suppliers will receive notification via email and the tender documents can be accessed from the •My Tenders• area of this website and selecting the •View Details• button of this project. The deadline for submissions of the tender will be 30th April 2024. Arrangements will be made for Tenderers to visit Highfield Primary School and view the current facilities to obtain a better understanding of the layout and any other relevant information to help in putting together tender bids. The site visit is planned to take place on Wednesday 10th April 2024 at 8am. Registering is required.

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 90919300 - School cleaning services

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

NUTS codes

- UKI54 - Enfield

Main site or place of performance

Highfield Road, Winchmore Hill, London N21 3HE

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

The Procurement is being run under the open procedure. Any interested organisation/consortium may submit a Bid in response to this ITT. Tenders must be submitted in accordance with the instructions set out in the Invitation to Tender documentation. Failure to comply with these instructions and conditions may invalidate your tender. Tenders and all associated documents must be submitted electronically via the e tendering portal: <https://in-tendhost.co.uk/sscpartnership>. Tenderers that are not registered will need to complete the supplier's application. If there are any issues with the access or submission of documents Tenderers can contact the In-Tend Support team at [support@in-tend.co.uk](mailto:support@in-tend.co.uk) or on 0845 557 8079 / +44 (0) 114 407 0065. Tenderers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last-minute problems. Tender submissions will not be opened until after 12.01pm on 30th April 2024 following the closure of the tenderbox. Tenders must arrive no later than 12 noon on 30th April 2024, which shall be fixed for the submission of all tenders and is not negotiable. Tenders will be evaluated using a method known as MEAT (most economically advantageous tender). There will be mandatory and desirable requirements. Mandatory requirements are stipulations which must be present, or the tender will be eliminated from the evaluation. Desirable characteristics are elements of the tender which are to be scored by the Client. The full evaluation methodology breakdown and the factors to be considered in judging the award criteria are set out in the tender documentation. Tenderers are to consider the Transfer of Undertakings (Protection of Employment) Regulations 2014 (TUPE)/ Acquired Rights Directive which forms part of this contract. Further details are available in the tender documentation.

### **II.2.5) Award criteria**

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

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

Start date

1 April 2024

End date

30 June 2027

This contract is subject to renewal

Yes

Description of renewals

The duration of the contract will initially be for a period of 36 Months (3 Years) followed by an optional extension of 24 Months (2 Years).

**II.2.10) Information about variants**

Variants will be accepted: No

**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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

The contract will be for the provision of outsourced cleaning services to the Client 'Highfield Primary School', Highfield Road, Winchmore Hill, London N21 3HE, including daily cleaning, and out of term deep cleaning, for spaces including but not limited to teaching, office, circulation, and communal spaces. Cleaning services are to one building which has been extended and an external portable classroom. The Company must provide effective management and operational level communication regarding the cleaning service with the Client. In addition, the provider will also be responsible for all legal, and health and safety requirements in delivering the services. Full details of the requirements including can be found in the tender documentation, including accreditations, and qualifications.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

This is a service performance contract. The contract will be monitored with Key Performance Indicators set out in the tender documentation.

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## **Section IV. Procedure**

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

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

Open 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

30 April 2024

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 30 September 2024

#### **IV.2.7) Conditions for opening of tenders**

Date

30 April 2024

Local time

12:01pm

Place

12 Nelson Street, Southend-On-Sea.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Public Procurement Review Service

London

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

15 days from receipt of the written request.