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Tender

INVITATION TO TENDER FOR LETTINGS AGENT For LEO Academy Trust

LEO ACADEMY TRUST

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

Notice identifier: 2025/S 000-012944

Procurement identifier (OCID): ocids-h6vhtk-04fd05

Published 3 April 2025, 6:33pm

Scope

Description

LEO Academy Trust Invitation to tender for the management of lettings across their primary schools.

Total value (estimated)

- £1,375,000 excluding VAT
- £1,650,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 1 September 2028

- Possible extension to 1 September 2030
- 5 years, 1 day

Description of possible extension:

24 months

Main procurement category

Services

CPV classifications

- 70220000 - Non-residential property renting or leasing services

Contract locations

- UKI63 - Merton, Kingston upon Thames and Sutton

Submission

Enquiry deadline

1 May 2025, 11:00am

Tender submission deadline

12 May 2025, 11:00am

Submission address and any special instructions

Via the In-Tend portal

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

25 July 2025

Award criteria

Name	Description	Type	Weighting
Pricing and profitability	Company Experience in Sector	Price	30%
Staffing & Training	Staffing & Training	Quality	10%
Booking System	Booking System	Quality	10%
Security & Maintenance	Security & Maintenance	Quality	10%
Marketing	Security & Maintenance	Quality	10%
Company Experience in Sector	Company Experience in Sector	Quality	10%
Company values	Company Experience in Sector	Quality	10%
Account Management	Company Experience in Sector	Quality	10%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

Local marketing in the area has been carried out.

Contracting authority

LEO ACADEMY TRUST

- Companies House: 07543202

314 Malden Road

Sutton

SM3 8EP

United Kingdom

Email: procurement@leoacademytrust.co.uk

Region: UKI63 - Merton, Kingston upon Thames and Sutton

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)