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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): ocds-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

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## **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

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### **Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
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%

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

## **Justification for not publishing a preliminary market engagement notice**

Local marketing in the area has been carried out.

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## **Contracting authority**

### **LEO ACADEMY TRUST**

- Companies House: 07543202

314 Malden Road

Sutton

SM3 8EP

United Kingdom

Email: [procurement@leoacademytrust.co.uk](mailto:procurement@leoacademytrust.co.uk)

Region: UKI63 - Merton, Kingston upon Thames and Sutton

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