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Planning

SBC0425 Pre-Market Engagement - Soft Facilities Management Contract - Corporate Estate

Stevenage Borough Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-013716

Procurement identifier (OCID): ocds-h6vhtk-051514

Published 8 April 2025, 2:54pm

Scope

Reference

CCD01574

Description

This notice is for pre-market engagement and is not a request for tenders.

Stevenage Borough Council plans to invite companies to tender for a Soft Facilities Management Contract for the provision of Cleaning and Physical Security Services for its Corporate Estate. The contract will have provision for a range of planned and reactive cleaning services for approximately ten sites. It will also have provision for physical security services at two sites with an ad hoc service requirement. Stevenage is a town and borough within the county of Hertfordshire and has a total area of 25.96 km² (10.02 square miles).

The Council would like to extend this pre-market engagement invitation to companies and organisations of all sizes including local SME's.

Please note that there is a mandatory minimum annual turnover requirement of £800,000 for this contract and bidders must be able to demonstrate public sector experience.

Total value (estimated)

- £2,000,000 excluding VAT
- £2,400,000 including VAT

Contract dates (estimated)

- 1 April 2026 to 1 April 2029
- Possible extension to 1 April 2031
- 5 years, 1 day

Main procurement category

Services

CPV classifications

- 79710000 - Security services
- 79993100 - Facilities management services
- 90910000 - Cleaning services

Engagement

Engagement deadline

30 April 2025

Engagement process description

Stevenage Borough Council invite suitable companies that provide Soft Facilities Management Services to attend an engagement session at Stevenage Borough Council, Ingelheim Lounge on the 1st floor, Daneshill House, Danestrete, Stevenage, SG1 1HN on Tuesday 29th April. The event will run from 10:00 a.m. to 13:00 p.m.

A market engagement presentation pack will be available for you to download, and this outlines the details of the opportunity, services required, and the social value and procurement process.

Members of the Council's Facilities Management, Procurement, and Social Value teams will be in attendance to discuss the details of the opportunity, services required and the procurement process.

Please note that the market engagement session will not be via a presentation. The session will be via a "drop in" session where attendees will have the opportunity to ask questions on a one-to-one basis. Dependant on market interest you may be allocated a specific time slot to "drop in."

Organisations wishing to attend the market engagement session are requested to register their interest via the correspondence function on the portal by 12pm Wednesday 23rd April 2025. Please ensure you include the names and job titles of the attendees (max of 2 attendees per company) and a contact telephone number and email address. The Council will then issue a confirmation. Bidders will not be able to join the session if they have not had a confirmation from the Council.

Organisations must ensure that access to the system is available to their representatives dealing with the contract and that this contact is updated as and when required. The Council will not be liable for the lack of delegated access within the organisation and will not directly send any documentation or communication regarding the opportunity, as this shall only be exclusively available through the portal. Organisations are responsible for allowing sufficient time to submit their interest. The Council accepts no liability whatsoever for tenders that are not submitted due to internet connectivity issues, transmission delays or errors.

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Publication date of tender notice (estimated)

27 May 2025

Contracting authority

Stevenage Borough Council

- Public Procurement Organisation Number: PHLV-8626-LHWZ

Daneshill House, Danestrete

Stevenage

SG1 1HN

United Kingdom

Email: procurement@stevenage.gov.uk

Website: <http://www.stevenage.gov.uk>

Region: UKH23 - Hertfordshire

Organisation type: Public authority - sub-central government