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Tender

## IT Support and Management

St James's Catholic Primary School, Twickenham

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

Notice identifier: 2025/S 000-014695

Procurement identifier (OCID): ocds-h6vhtk-0501b9

Published 11 April 2025, 2:57pm

## Scope

## Description

Provision of IT support and management at St James's Catholic Primary School, 260 Stanley Road, Twickenham, TW2 5NP in order to ensure the smooth and efficient operation of the school's IT systems, infrastructure, and services. The successful bidder will be responsible for managing the school's IT infrastructure, providing on-site and remote support, and collaborating with the school to implement long-term improvements in line with the School Development Plan. This is a co-educational school for children aged between 3 and 11 years. The school accommodates three forms of entry with some 667 pupils on roll.

## Total value (estimated)

- £62,500 excluding VAT
- £75,000 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 1 June 2025 to 31 May 2028
- 3 years

## **Main procurement category**

Services

## **CPV classifications**

- 72315000 - Data network management and support services
- 72611000 - Technical computer support 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)

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## Participation

### **This procurement is reserved for**

UK suppliers

### **Conditions of participation**

Expressions of Interest should be sent to Miss C Mackin, School Business Manager at : [collette.mackin@st-james.richmond.sch.uk](mailto:collette.mackin@st-james.richmond.sch.uk) or telephone 020 8744 8860, who will issue the Tender Documentation. (NB Weekly Hours: Monday - Thursday)

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## Submission

## **Enquiry deadline**

30 April 2025, 11:59pm

## **Tender submission deadline**

2 May 2025, 11:59pm

## **Submission address and any special instructions**

via email to: [collette.mackin@st-james.richmond.sch.uk](mailto:collette.mackin@st-james.richmond.sch.uk)

## **Tenders may be submitted electronically**

No

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## **Award criteria**

Tenders will be evaluated according to the criteria contained within the tender documentation

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## **Procedure**

## Procedure type

Below threshold - open competition

## Special regime

Light touch

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## Contracting authority

### St James's Catholic Primary School, Twickenham

- Public Procurement Organisation Number: PWBT-8641-MTMZ

260 Stanely Road

Twickenham

TW2 5NP

United Kingdom

Email: [info@st-james.richmond.sch.uk](mailto:info@st-james.richmond.sch.uk)

Region: UKI75 - Hounslow and Richmond upon Thames

Organisation type: Public authority - sub-central government