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Tender

## **Notre Dame Roman Catholic Girls' School - Cleaning Services Tender**

Notre Dame Roman Catholic Girls' School

F02: Contract notice

Notice identifier: 2022/S 000-014933

Procurement identifier (OCID): ocids-h6vhtk-0340fb

Published 27 May 2022, 3:00pm

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

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

Notre Dame Roman Catholic Girls' School

118 St George's Road

London

SE1 6EX

#### **Contact**

Lauren Baxter

#### **Email**

[lb@redboxcs.com](mailto:lb@redboxcs.com)

#### **Country**

United Kingdom

#### **NUTS code**

UKI - London

**Internet address(es)**

Main address

<https://www.notredame.southwark.sch.uk/index.asp>

Buyer's address

<https://www.notredame.southwark.sch.uk/index.asp>

**I.3) Communication**

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

[www.redboxcs.com](http://www.redboxcs.com)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.redboxcs.com](http://www.redboxcs.com)

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**

Notre Dame Roman Catholic Girls' School - Cleaning Services Tender

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

- 90919300 - School cleaning services

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

Services

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

The key aims of the tender are to:

- ? Provide a high standard of cleaning
- ? Deliver the cleaning services with consistency - good quality assurance systems in place
- ? Good communication at local and operations manager level with the School - two-way communication
- ? Daily interaction with the School representative at each site
- ? Develop an effective method of handing over any special needs and comments on a daily basis
- ? Cleaners to work the hours that best suit the needs of the School and maximise the work completed
- ? Training and development of the teams at the School

The Service comprises:

- ? The cleaning service to all buildings as described within the attached schedule of areas.
- ? Additional cleaning services to cover the use of the buildings outside normal operating hours.

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKI - London

Main site or place of performance

Notre Dame Roman Catholic Girls' School

118 St George's Road,

London,

SE1 6EX

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

All of the tenders will be subject to a detailed evaluation process which will be based on an appropriate balance between sound commercial principles, technical expertise and a firm commitment to meeting all of the School's requirements.

The Evaluation Matrix below details the requirements of this tender including weighting. The School shall be under no obligation to accept the lowest of any tender prices submitted hereunder.

ELEMENT

Commercial

Cleaning Financial response

Financial Narrative

Quality

Company Information

Vision for the Performance of Works - Cleaning

Holiday Cleaning

Health, Safety and Environmental Management

Quality Assurance

TUPE

Labour transition

Continuity of Service

Monitoring of Hours

Human Resources Policy

Management Support

Documentation

Mobilisation

Innovation and AI

References

Contract Start Date - 1st September 2022

Specification for usual School areas e.g., classroom and offices are included in the document. We have therefore detailed additional areas or specific details for sites below which fall out of these particulars or have specific requirements or timings.

Detailed scaled plans will be provided as well as the opportunity to visit the School - 31st May 2022 - 10:30am

## **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**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Options for 2 further 12 month extensions to be discussed in year 3 and 4 for the 4th and 5th year.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

Documents are not available online from the school or Red Box Consultancy Services.

Documents should be requested from [admin@redboxcs.com](mailto:admin@redboxcs.com)

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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: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

17 June 2022

Local time

12:00pm

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

English

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

Date

17 June 2022

Local time

12:01pm

Place

An electronic copy of the tender response should be sent with Read Receipt to [admin@redboxcs.com](mailto:admin@redboxcs.com).

Submission emails may be read, with an acknowledgement sent, prior to the deadline but no documents or appendices will be opened or downloaded until after the deadline. Should any documents be missing after this time these will be requested.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

Documents for this tender should be requested via email from [admin@redboxcs.com](mailto:admin@redboxcs.com)

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

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

Red Box Consultancy Services Ltd

3 Sceptre House, Hornbeam Park North

Harrogate

HG2 8PB

Email

[admin@redboxcs.com](mailto:admin@redboxcs.com)

Country

United Kingdom