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Tender

## **Tolworth Federation**

Tolworth Schools Federation

F02: Contract notice

Notice identifier: 2021/S 000-015742

Procurement identifier (OCID): ocds-h6vhtk-02c4f0

Published 7 July 2021, 4:15pm

## **Section I: Contracting authority**

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

Tolworth Schools Federation

School Lane, Tolworth

Kingston

KT6 7SA

### **Contact**

Nigel Armstrong

### **Email**

[info@na-consultancy.co.uk](mailto:info@na-consultancy.co.uk)

### **Telephone**

+44 7900784030

**Country**

United Kingdom

**NUTS code**

UKJ25 - West Surrey

**Internet address(es)**

Main address

<https://www.tolworthschool.org.uk/>

Buyer's address

<https://www.tolworthschool.org.uk/>

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Kingston:-Building-cleaning-services./78SXN2R869>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-title/78SXN2R869>

**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**

Tolworth Federation

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

- 90911200 - Building-cleaning services

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

Services

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

The Tolworth Federation are requesting tenders from a recognised service provider to manage their cleaning services to the indicated contract. Providers must be able to demonstrate their capability to deliver the services via the documentation to be submitted, this service requirement will include the daily, weekly, monthly service requirements as well as managing TUPE process for the current staff.

#### **II.1.5) Estimated total value**

Value excluding VAT: £240,000

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

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 90911200 - Building-cleaning services

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

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

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

The Tolworth Federation are requesting tenders from a recognised service provider to manage their cleaning services to the indicated contract. Providers must be able to demonstrate their capability to deliver the services via the documentation to be submitted, this service requirement will include the daily, weekly, monthly service requirements as well as managing TUPE process for the current staff.

#### **II.2.5) Award criteria**

Quality criterion - Name: Contract management and staffing resources / Weighting: 35

Quality criterion - Name: Contractor/client reporting / Weighting: 10

Quality criterion - Name: Service expectations and delivery / Weighting: 25

Cost criterion - Name: Three year contract value / Weighting: 35

#### **II.2.6) Estimated value**

Value excluding VAT: £240,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 April 2022

End date

31 March 2025

This contract is subject to renewal

Yes

## Description of renewals

The initial contract is for 3 years with scope for extensions for a further period or periods of any duration, but in any case, the total duration of any extensions shall not exceed 24 months from the last day of the initial contract period.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Maximum number: 7

Objective criteria for choosing the limited number of candidates:

This is detailed within the supplied documentation and information.

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

Variants will be accepted: No

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

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

In the first instance, candidates should register with [www.delta-esourcing.com](http://www.delta-esourcing.com) and express an interest in the contract. A selection questionnaire will need to be completed and returned to [www.delta-esourcing.com](http://www.delta-esourcing.com) as part of the request to participate process. Tenderers will be selected as part of this stage to receive the ITT documentation.

Candidates will need to provide as part of the request to participate process details of enrolment on professional or trade registers and details on whether bankruptcy, convictions of professional misconduct, none payment relating to social security contributions or taxes applies to the economic operator. Economic operators may be excluded from participation if any of these circumstances applies.

Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

In the first instance, candidates should register with [www.delta-esourcing.com](http://www.delta-esourcing.com) and express an interest in the contract. A selection questionnaire will need to be completed and returned to [www.delta-esourcing.com](http://www.delta-esourcing.com) as part of the selection process.

Candidates will need to provide as part of the selection questionnaire process details of turnover, profit and capital and reserves for previous 3 years.

Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process

Minimum level(s) of standards possibly required

A statement of a minimum turnover level is detailed within the standard questionnaire documentation.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Candidates will need to provide as part of the selection questionnaire process evidence of current business, quality standards, accreditation and relevant experience. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required

SQ risk grid status will be evaluated on a pass/fail basis. Please see the explanation on page 6-8 of the SQ for further information.

Levels of insurance cover will be evaluated on a pass/fail basis. To pass this evaluation the suppliers must hold as a minimum or be willing to obtain the following levels of insurance cover:

- public liability insurance GBP 5 000 000.00,
- employers liability insurance GBP 5 000 000.00.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Planned and regular monthly, quarterly and annual contract review meeting will be pre-planned with the awarding contractor.

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted 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

3 September 2021

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

1 October 2021

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Yes — 30 months from contract start



date, depending on whether extension periods are taken up.

## **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Kingston:-Building-cleaning-services./78SXN2R869>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/78SXN2R869>

GO Reference: GO-202177-PRO-18527038

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

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

Tolworth School Federation

School Lane

Kingston

KT6 7SA

Email

[info@na-consultancy.co.uk](mailto:info@na-consultancy.co.uk)

Telephone

+44 7900784030

Country

United Kingdom

Internet address

<https://www.tolworthschool.org.uk/>

#### **VI.4.2) Body responsible for mediation procedures**

Tolworth School Federation

School Lane

Kingston

KT6 7SA

Email

[info@na-consutlancy.co.uk](mailto:info@na-consutlancy.co.uk)

Telephone

+44 7900784030

Country

United Kingdom

Internet address

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