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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

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

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 and express an interest in the contract. A selection questionnaire will need to be completed and returned 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 proving 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 and express an interest in the contract. A selection questionnaire will need to be completed and returned to 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 proving 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

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)

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

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

Telephone

+44 7900784030

Country

United Kingdom

Internet address

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