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Tender

## **Provision of Lettings Service for five academy schools**

Harris federation

F02: Contract notice

Notice identifier: 2023/S 000-019809

Procurement identifier (OCID): ocids-h6vhtk-03e0b9

Published 11 July 2023, 3:06pm

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

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

Harris federation

4th Floor Norfolk House

Croydon

CR0 1LH

#### **Contact**

John Mason

#### **Email**

[john.mason@harrisfederation.org.uk](mailto:john.mason@harrisfederation.org.uk)

#### **Telephone**

+44 7710183967

#### **Fax**

+44 2082537778

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.harrisfederation.org.uk](http://www.harrisfederation.org.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA30809](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA30809)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.mytenders.co.uk](http://www.mytenders.co.uk)

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**

Provision of Lettings Service for five academy schools

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

- 80200000 - Secondary education services

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

Services

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

Provision of Lettings Service for five academy schools

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

This contract is divided into lots: No

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

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

- 75121000 - Administrative educational services

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

NUTS codes

- UKI - London

Main site or place of performance

Academy sites referenced in ITT

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

Provision of Lettings Service for five academy schools

#### **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

24 months

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

Variants will be accepted: No

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

Options: No

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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

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

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

Community Services provision

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### **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

Experience within industry

Enhanced DBS checks for all staff

Level 2 Health & Safety accreditation

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

### **III.1.5) Information about reserved contract**

The execution of the contract is restricted to the framework of sheltered employment programmes

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

### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Keeping children safe in education (KCSIE) 2023

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

KPI's set out in tender but mostly cleanliness, returning spaces to the state they were in before use.

### **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**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 5

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-165586](#)

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

Date

15 September 2023

Local time

12:00pm

#### **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**

Tender must be valid until: 8 January 2024

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

Date

15 September 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=229821](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=229821).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:229821)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>