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Tender

Cleaning Services Contract for Public Conveniences

Portland Town Council

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

Notice identifier: 2025/S 000-019965

Procurement identifier (OCID): ocds-h6vhtk-050f73 ([view related notices](#))

Published 9 May 2025, 10:30am

Scope

Reference

05/25 (1)

Description

The Council invites response to this Invitation to Tender from suitably qualified suppliers for the provision of cleaning services to the Councils public conveniences.

The key objective of the Tender is to appoint a competent supplier to provide high quality cleaning services to the Councils public convenience with provide a positive image of the area, both for local service users as well as visitors and tourists.

The current contract commenced in 2020 and ends in September 2025.

Details of this tender can be found in the accompanying documents and appendices attached to this tender notice.

Total value (estimated)

- £160,000 excluding VAT
- £192,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 30 September 2028
- Possible extension to 30 September 2030
- 5 years

Description of possible extension:

The Contract period is for an initial three-year period with the option of two further annual extensions for a total tender period of five years.

Options

The right to additional purchases while the contract is valid.

As detailed within the tender documentation and appendices.

Main procurement category

Services

CPV classifications

- 90900000 - Cleaning and sanitation services

Contract locations

- UKK - South West (England)

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Tender submission deadline

18 June 2025, 12:00pm

Submission address and any special instructions

Please submit completed tenders to procurement@portlandtowncouncil.gov.uk

Tenders may be submitted electronically

No

Award criteria

Quality criteria 40%

Price criteria 60%

Refer to tender pack for full details

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Tender-Instructions_\(Part A\)_Final_09.05.2025.1.pdf](#)

Tender-Instructions_(Part A)_Final_09.05.2025.1

[Tender Response document \(Part B\) _vFinal.docx](#)

Tender Response document (Part B) _vFinal

[Schedule 1 - Premise Details vFinal_22.04.2025.pdf](#)

Schedule 1 - Premise Details vFinal_22.04.2025

[Schedule 2 - Cleaning Frequency Summer-Winter Public Toilets.pdf](#)

Schedule 2 - Cleaning Frequency Summer-Winter Public Toilets

[Schedule 3 - Pricing_Final_02.04.2025.xlsx](#)

Schedule 3 - Pricing_Final_02.04.2025

[Schedule 4 - Specification_Final.pdf](#)

Schedule 4 - Specification_Final

[Appendix 1 - Health and Safety Policy Manual Portland TC 2024.pdf](#)

Appendix 1 - Health and Safety Policy Manual Portland TC 2024

[Appendix 2 - TCs Services vDraft.pdf](#)

Appendix 2 - TCs Services Draft

[Clarification Log.xlsx](#)

Clarification Log Version 1

Technical specifications to be met

<https://portlandtowncouncil.gov.uk>

At the time of issuing on Find a Tender there is a known issue in regard to providing additional updated documents. Accordingly, for this tender any clarifications (or indeed if a new document is to be posted) then it will be updated onto the Council's website see above.

If you are interested in bidding for this contract the Council would request Suppliers to contact the Council procurement@portlandtowncouncil.gov.uk to inform them of their intentions that they are likely to tender for this opportunity. This will also assist in the Council providing any updates to clarification questions.

If the issue is fixed with Find a Tender the Council will also publish the up to date clarification log on Find a Tender.

Contracting authority

Portland Town Council

- Public Procurement Organisation Number: PBQJ-6188-HYPV

Portland Community Venue Three Yards Close

Portland

DT51JN

United Kingdom

Email: procurement@portlandtowncouncil.gov.uk

Website: <https://portlandtowncouncil.gov.uk/>

Region: UKK25 - Dorset

Organisation type: Public authority - sub-central government