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Tender

The Gallery Trust - Cleaning Services

The Gallery Trust

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

Notice identifier: 2025/S 000-020566

Procurement identifier (OCID): ocds-h6vhtk-051130 ([view related notices](#))

Published 12 May 2025, 3:15pm

Scope

Reference

MPN-10235

Description

The Gallery Trust is currently out to tender for the provision of a full daily cleaning service.

The Trust is dedicated to providing outstanding education and support for young people with special needs and disabilities.

The contract is being offered for three years with the option to extend for a further two periods of 12 months. The contract commencement date is 01 January 2026.

The contract is for a full daily cleaning service during term time and periodic cleaning outside of term time.

TUPE is expected to apply, details of which can be found in the tender documentation.

Some members of the cleaning team [x 2] are members of the Local Government Pension

Scheme and all details are in the tender documentation.

Total value (estimated)

- £1,309,805 excluding VAT
- £1,571,766 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 January 2026 to 31 December 2028
- Possible extension to 31 December 2030
- 5 years

Description of possible extension:

The duration detailed above includes the initial term of 3 years as well as the 2 optional contract extension periods of 12 months each.

Main procurement category

Services

CPV classifications

- 90919300 - School cleaning services

Contract locations

- UKJ14 - Oxfordshire

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

19 May 2025, 6:00pm

Submission type

Requests to participate

Deadline for requests to participate

11 June 2025, 6:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

4 November 2025

Recurring procurement

Publication date of next tender notice (estimated): 13 May 2028

Award criteria

Name	Description	Type	Weighting
Quality	Full details of the weightings and evaluation criteria are contained within the documents accompanying this tender.	Quality	70%
Price	Full details of the weightings and evaluation criteria are contained within the documents accompanying this tender.	Price	30%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Duty to Consider Lots

As part of the initial project set up and approval stage of the tender process, The Gallery Trust discussed with Minerva the possibility of splitting the tender into more than one lot/contract. On the basis that schools are based within a reasonable geographic distance to one another and to streamline contract management post award it was agreed that lots were not appropriate for this tender process.

Full details of the description of the process being used are contained within the documents accompanying this tender.

Stage 1 Conditions of participation with evaluation

Suppliers are invited to submit a Procurement Specific Questionnaire (PSQ) response. Submissions will be evaluated based on the criteria detailed in the PSQ documentation. A maximum of five suppliers will be taken forward to the Invitation to Tender stage of the process. Where less than five suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the Invitation to Tender stage. Where more than five suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the Invitation to Tender stage.

Stage 2 Invitation to Tender with evaluation

Suppliers shortlisted to the Invitation to Tender (ITT) stage will be required to submit their final tender and will be evaluated on the criteria detailed in the ITT documentation. Envisaged shortlist of the three highest scoring bidders to be invited to:

Stage 3 Presentation Day

Stage 4 Assessment Summaries and Publication of Contract Award Notice (commencing 8 working day standstill period)

Stage 5 Publication of Contract Details Notice

Further details of the CFP can be found in the documentation accompanying this tender.

Documents

Associated tender documents

<https://in-tendhost.co.uk/minervapcs/asp/Home>

All documents are being provided on publication of this Tender Notice. They will be hosted, and are freely available, on the In-tend portal for Minerva Procurement Consultancy Services Limited

Contracting authority

The Gallery Trust

- Companies House: 08334718

The Iffley Academy, Iffley Turn

Oxford

OX4 4DU

United Kingdom

Contact name: Maria Robinson

Telephone: +441256467107

Email: tenders@minervapcs.com

Website: <https://thegallerytrust.co.uk/>

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

Minerva Procurement Consultancy Services Limited

Summary of their role in this procurement: Procurement Consultancy

- Companies House: 07144956

117 Devonshire House, Aviary Court

Basingstoke

RG24 8PE

United Kingdom

Contact name: Maria Robinson

Telephone: +441256467107

Email: tenders@minervapcs.com

Website: <http://www.minervapcs.com>

Region: UKJ37 - North Hampshire

Contact organisation

Contact [Minerva Procurement Consultancy Services Limited](#) for any enquiries.