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Tender

Cleaning Services

Broads Authority

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

Notice identifier: 2025/S 000-022492

Procurement identifier (OCID): ocds-h6vhtk-051696

Published 19 May 2025, 10:49am

Scope

Description

The Authority is seeking a contractor to undertake cleaning services at four of its key sites. These are:

- Head Office - Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY
- Dockyard - Griffin Lane, Thorpe St Andrew, NR7 0SL
- Island Cottage - Common Lane, Beccles, NR34 9BX
- Acle Bridge Public Toilets - Acle, NR13 3AT

Yare House is to be cleaned weekdays, Dockyard three times a week, Island Cottage fortnightly and Acle Bridge toilets once a week.

Contract is initially for three years with the option to extend for a further two years.

Total value (estimated)

- £82,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 7 July 2025 to 6 July 2028
- Possible extension to 6 July 2030
- 5 years

Description of possible extension:

Contract can be extended by a further two years through mutual agreement between both parties

Main procurement category

Services

CPV classifications

- 90911200 - Building-cleaning services
- 90911300 - Window-cleaning services

Contract locations

- UKH1 - East Anglia
-

Participation

Particular suitability

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

Submission

Enquiry deadline

6 June 2025, 11:59pm

Tender submission deadline

17 June 2025, 5:00pm

Submission address and any special instructions

Tenders can be submitted via email tenders@broads-authority.gov.uk

Tenders may be submitted electronically

No

Award criteria

Name	Type	Weighting
Price	Cost	60%
Technical specification and quality control	Quality	20%
Trade references	Quality	10%
Social value	Quality	10%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/invitations-to-tender>

Contracting authority

Broads Authority

- Public Procurement Organisation Number: PTQJ-2666-RNLV

Yare House, 62-64 Thorpe Road

Norwich

NR1 1RY

United Kingdom

Contact name: Daniel Wilken

Email: daniel.wilken@broads-authority.gov.uk

Website: <http://www.broads-authority.gov.uk>

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government