

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/025257-2021>

Tender

## **Management of Community Use (Lettings) for Harris Clapham Sixth Form**

Harris Federation

F24: Concession notice

Notice identifier: 2021/S 000-025257

Procurement identifier (OCID): ocids-h6vhtk-02ea16

Published 8 October 2021, 4:25pm

### **Section I: Contracting authority/entity**

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

Harris Federation

4th Floor Norfolk House, Wellesley Road

Croydon

CR0 1LH

#### **Email**

[Procurement@harrisfederation.org.uk](mailto:Procurement@harrisfederation.org.uk)

#### **Telephone**

+44 2082537777

#### **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.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

Applications or, where applicable, tenders must be submitted electronically via

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

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

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

**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**

Management of Community Use (Lettings) for Harris Clapham Sixth Form

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

- 79342000 - Marketing services

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

Services

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

The Federation wishes to contract a professional lettings service provider to manage community use bookings/lettings at Harris Clapham Sixth Form, and generate income to be shared on a percentage basis. The contract term is for three years with an option to extend by a further two years to a maximum of five years in total.

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

This concession is divided into lots: No

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

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

Harris Clapham Sixth Form

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

The Federation wishes to contract a professional lettings service provider to manage community use bookings/lettings at Harris Clapham Sixth Form, and generate income to be shared on a percentage basis. The contract term is for three years with an option to extend by a further two years to a maximum of five years in total.

#### **II.2.5) Award criteria**

Concession is awarded on the basis of the criteria stated in the procurement documents

#### **II.2.7) Duration of the concession**

Duration in months

60

#### **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**

See ITT

---

### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **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.2) Conditions related to the concession**

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

See ITT

---

## **Section IV. Procedure**

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

#### **IV.2.2) Time limit for submission of applications or receipt of tenders**

Date

22 October 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Not known as this depends on when the Academies require a lettings service

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

Electronic invoicing will be accepted

Electronic payment will be used

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

There is a Mandatory site visit on Tuesday 19th October 2021 at 11.30am. Bidders must pre-notify that they will attend the site visit by 12 noon on Tuesday 12th October 2021

Presentations for shortlisted bidders will be held at Harris Clapham 6th Form on Friday 5th November 2021

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=224094](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=224094).

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:224094)

Download the ESPD document here:

[https://www.mytenders.co.uk/ESPD/ESPD\\_Download.aspx?id=224094](https://www.mytenders.co.uk/ESPD/ESPD_Download.aspx?id=224094)

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

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

Public Procurement Review Service Cabinet Office London UK

Cabinet Office

London

Country

United Kingdom

Internet address

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