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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): ocds-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

Telephone

+44 2082537777

Fax

+44 2082537778

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

www.harrisfederation.org.uk

Buyer's address

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

Additional information can be obtained from the above-mentioned address

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

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

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.

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.

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

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>