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Tender

FoH Reception Services

Sovereign Network Group

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

Notice identifier: 2025/S 000-028208

Procurement identifier (OCID): ocds-h6vhtk-052836 ([view related notices](#))

Published 28 May 2025, 3:50pm

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Scope

Description

SNG wishes to outsource its internally sourced FoH reception provisions at Sovereign House, Basingstoke and The Hive, Wembley. There may also be a need to add Greenham Hub to the scope of deliverables within the contract term.

The successful bidder will deliver a professional, efficient, and customer-focused service to ensure a positive first impression for all visitors and staff. For the avoidance of doubt, SNG are not seeking security personnel/services as part of this tender.

Total value (estimated)

- £0 including VAT

Above the relevant threshold

Contract dates (estimated)

- 14 July 2025 to 15 July 2028
- Possible extension to 15 July 2030
- 5 years, 2 days

Description of possible extension:

Subject to satisfactory performance of the successful bidder, there shall be the option for 2 times 12 month extensions to the contract. These extensions shall also be subject to agreement in writing between the Parties

Main procurement category

Services

CPV classifications

- 79992000 - Reception services

Submission

Tender submission deadline

13 June 2025, 1:00pm

Submission address and any special instructions

All bidders must create an account with SNG's tender portal Intend

<https://intendhost.co.uk/sovereign/aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

29 June 2025

Recurring procurement

Publication date of next tender notice (estimated): 14 January 2028

Award criteria

Name	Description	Type
Simple description	40% Price 55% Quality 5% Social Value	Price

Weighting description

40% Price

55% Quality

5% Social Value

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Reduced tendering period

Yes

State of urgency - minimum 10 days

Contracting authority

Sovereign Network Group

- Companies House: RS007448

Sovereign House, Basing View

Basingstoke

RG21 4FA

United Kingdom

Contact name: Carlie Wishart

Email: carlie.wishart@sovereign.org.uk

Region: UKJ37 - North Hampshire

Organisation type: Public undertaking (commercial organisation subject to public authority oversight)