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Planning

## **HASTOE GROUP INVITATION TO TENDER (ITT) FOR VOIDS AND RESPONSIVE REPAIRS MADE OF 2 Lots.**

Hastoe Housing Association Ltd

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-029657

Procurement identifier (OCID): ocds-h6vhtk-052be8

Published 3 June 2025, 7:05pm

### **Scope**

### **Description**

The aim of this procurement process is to appoint one provider for each Lot of this procurement to deliver the Lot 1 - Responsive Repairs Goods and Services and Lot 2 - Voids Responsive Repairs Goods and Services.

The anticipated annual contract value is estimated at £300,000 split as £250k per annum as responsive repairs and maintenance and circa £50k per annum spend on Voids, , resulting in a total estimated annual spend of £300,000. Over the full six-year term, the estimated total contract value is £1,800,000 including VAT.

Please note that whilst this is an estimated contract value it is not in any way guaranteed.

The engagement process will be 3 stages. 1. A survey with shaping questions will be sent to all interested parties. 2. Supplier completed questionnaires, and feedback will be collated, and a 3. a full supplier day may take place at the Contracting Authorities discretion.

Please note that whilst this is an estimated contract value it is not in any way guaranteed.

The engagement process will be 3 stages. 1. A survey with shaping questions will be sent to all interested parties. 2. Supplier completed questionnaires, and feedback will be collated, and a 3. a full supplier day will take place.

The services planned to be tendered include but are not limited to:

Lot 1 - Responsive Repairs Goods and Services, both in working hours and out of hours emergency call outs.

Routine Inspections: Regular checks to identify and address minor issues before they become major problems.

1.Plumbing Repairs: Fixing leaks, unclogging drains, and maintaining water systems.

2.Electrical Repairs: Addressing faulty wiring, replacing light fixtures, and ensuring safe electrical systems.

3.Roof Repairs: Fixing leaks, replacing damaged shingles, and maintaining roof integrity.

4.Window and Door Repairs: Replacing broken glass, fixing locks, and ensuring proper insulation.

5.Structural Repairs: Addressing issues with walls, foundations, and other structural elements.

6.Pest Control: Managing infestations and preventing future occurrences.

7.Painting and Decorating: Refreshing interiors and exteriors to maintain aesthetic appeal.

8.Accessibility Improvements: Installing ramps, handrails, and other modifications to support residents with disabilities.

As part of the service provision, the Contracting Authority is planning to put in place a new Framework solution which will enable the Contracting Authority to provide full range of Goods, Services and Maintenance across the following areas:

## Lot 2 - Voids

This Lot will include, but is not limited to, the workstreams identified below. The Contracting Authority reserves the right to make changes to the content of the Lot based on Market Engagement Feedback.

Initial Inspection: Conducting a thorough inspection to identify any damage or necessary repairs.

9.Cleaning: Deep cleaning the entire property, including carpets, windows, and appliances.

10.Painting and Decorating: Refreshing walls, ceilings, and other surfaces to make the property more appealing.

11.Plumbing Repairs: Fixing leaks, replacing fixtures, and ensuring all plumbing systems are functional.

12.Electrical Repairs: Checking and repairing wiring, outlets, and light fixtures.

13.Pest Control: Addressing any infestations and taking preventive measures.

14.Security Enhancements: Ensuring locks, doors, and windows are secure to prevent unauthorized access.

15.Structural Repairs: Fixing any issues with walls, floors, and ceilings.

16.Accessibility Improvements: Making necessary modifications to support residents with disabilities.

17.Waste Removal: Clearing out any leftover belongings or debris from previous tenants.

18.Minor Repairs: Addressing small issues like broken tiles, damaged countertops, or loose fittings.

## Engagement

### Conditions of Participation:

#### Legal and financial capability:

Requirement: The supplier must be a legally established entity with the financial stability to perform the contract. Specific requirements will be finalised following market engagement.

#### Likely evidence and process:

A copy of the supplier's registration documents and all relevant certifications and accreditations.

Dunn and Bradstreet report to review all Suppliers' operational standing.

Technical Ability to perform the Services and provide the Goods as set out:

Requirement: The supplier must demonstrate the technical capability and experience necessary to fulfil the contract requirements.

Likely evidence and process:

A list of principal services provided in the past three years, including values, dates, and recipients.

Details of the technical ability and measures for ensuring quality.

Qualifications and experience of key personnel.

Quality and Technical Questions to be completed fully, evidencing the Suppliers' ability to provide the goods and services.

Payment Terms: 30 days net end of month invoice received.

Contract Dates and Expected Process.

Estimated Date of Tender Notice Publication: June 2025, TBC

Estimated Date for Submission of Requests to Participate: June - July 2025, TBC

Procedure Expected to be Used:

Open Procedure

Selection Process:

Mandatory Documents and Certification:

Legal and financial capacity documents.

Certifications and declarations of compliance.

Procurement Specific Questionnaire (PSQ):

Mandatory Questions: Legal, financial, and technical capacity.

Discretionary Questions: Past performance, references, and other relevant criteria.

Exclusion Criteria: Both Mandatory and Discretionary

Technical/Quality Questionnaire:

Estimated 60%. Detailed questions assessing the supplier's technical ability and quality assurance measures, including social value

Pricing Evaluation:

Estimated 40%. Detailed breakdown of costs and pricing structure.

Overall Threshold: For the Suppliers that pass the PSQ, award criteria for both Lots, the combined weighted scores from the Technical/Quality Questionnaire and Pricing Evaluation will provide an overall score. The highest scorer with the combined score will be the winning Bidder for each Lot.

NB - The specifics of the Financial / Non-Financial weightings are to be confirmed following initial market engagement.

Term of the Framework Including Extensions: 4 years initially with extensions of up to 24 months to a 6 year maximum term.

Previous Framework Information: Prior Framework was a single Lot in a larger Framework, this element has now been split out.

Intention to Award the Framework to:

A single Supplier by Lot, Suppliers can bid for one of or both Lots.

What Fees if Any will be Charged in Accordance with Section 45(7) of the PA 2023: No fees will be charged within this process.

Will an Electronic Auction be Used: No

What Lots will Form this Tender: There will be two Lots, Planned and Responsive Maintenance Services in Lot 1 and Voids Responsive Maintenance Services in Lot 2.

Will it be Awarded by Lot: Yes

Estimated Award Criteria for Each Lot: Both Lots will be awarded on a highest scoring Supplier basis. The Supplier that reaches the highest combined score across the Quality/Technical and Financial evaluations will be awarded to each Lot of the framework. All specifics for the scoring mechanism will be completed in detail following the market engagement, the Contracting Authority reserves the right to amend the award criteria based on Market Engagement.

Can a Supplier bid for all Lots: Yes

Estimated Date of Contract Award: August 2025

Estimated Value of the Contract: c£1.8m Over the full agreement term including VAT

Estimated Value of Each Lot: Lot 1 - Planned and Responsive Maintenance Services - over 6 years, to be confirmed circa £1.5m.

Lot 2 - Voids Responsive Maintenance Services - Over 6 years c£300k

Tendering Process - Number of Days for the ITT to be Live: To be confirmed following Market Engagement

Associated Notice - Preliminary Market Engagement Notice:.

Document Access: Documents relating to the procurement can be obtained from Procurement, Contract & Tender Management - Delta eSourcing.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=955668812>

### **Total value (estimated)**

- £1,500,000 excluding VAT
- £1,800,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 18 August 2025 to 18 August 2029
- Possible extension to 18 August 2031
- 6 years, 1 day

## **Main procurement category**

Services

### **CPV classifications**

- 44111000 - Building materials
- 45210000 - Building construction work
- 45300000 - Building installation work
- 45320000 - Insulation work
- 45453100 - Refurbishment work
- 50000000 - Repair and maintenance services
- 50700000 - Repair and maintenance services of building installations
- 70333000 - Housing services
- 90911000 - Accommodation, building and window cleaning services
- 90911200 - Building-cleaning services
- 90911300 - Window-cleaning services

### **Contract locations**

- UKJ2 - Surrey, East and West Sussex

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## **Engagement**

### **Engagement deadline**

13 June 2025

## Engagement process description

### Engagement

Engagement Deadline: 12th June 2025 1700 Hours

Engagement Process: The engagement process will be made up of three stages.

1. Following the date of the publication of this Notice, Suppliers will have the opportunity to express their interest by emailing - [procurementaltair@altairltd.co.uk](mailto:procurementaltair@altairltd.co.uk); the email of expression MUST have in the subject line the Title of the Planned Procurement and the Unique Identifier, stating "Expression of Interest" i.e. Subject: INVITATION TO TENDER (ITT) FOR VOIDS AND RESPONSIVE REPAIRS in 2 Lots - Ref ACHGITTRM0001 - Expression of Interest. The window for expressions of interest will be 7 Working Days following the date of publication. Please state which of the Lots you are expressing an interest in.

2. Following receipt of Expression of Interest email, the Agent acting on behalf of the Contracting Authority, will distribute a questionnaire for completion. All interested Suppliers will then be given 5 Working Days to complete and return the Questionnaire to [procurementaltair@altairltd.co.uk](mailto:procurementaltair@altairltd.co.uk);

3. Following the deadline for receipt of Questionnaires, the Contracting Authority and its Agent reserves the right to invite all Suppliers who Expressed an Interest, to a Supplier feedback session on Teams, where feedback and comments will be anonymised to enable free discussion, inform and shape the upcoming procurement process, this is anticipated to be week commencing 16th of June 2025 although this date may need to be moved based on market feedback.

NB The Agent reserves the right to hold 1-2-1's with Suppliers at any time during the market engagement process. The Supplier insights and expertise will be invaluable in shaping our approach. Any information gathered from suppliers that materially shapes the final specification or requirements, (unless proprietary and/or commercially sensitive), will be made available to all Potential Bidders when the formal tender is published

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## Submission

### Publication date of tender notice (estimated)

15 July 2025

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### Contracting authority

#### Hastoe Housing Association Ltd

- Public Procurement Organisation Number: PXGT-2943-TQCV

Marina House, 17 Marina Pl, Hampton Wick

Kingston upon Thames

KT1 4BH

United Kingdom

Contact name: Procurement Altair

Telephone: 02079340175

Email: [procurementaltair@altairltd.co.uk](mailto:procurementaltair@altairltd.co.uk)

Region: UKI75 - Hounslow and Richmond upon Thames

Organisation type: Public authority - sub-central government

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## Other organisation

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

### **Altair Advisory and Consultancy Limited**

Summary of their role in this procurement: Agent

- Public Procurement Organisation Number: PYNQ-8391-HMXD

Tempus Wharf, 29a Bermondsey Wall West,

London

SE16 4SA

United Kingdom

Contact name: Procurement Altair

Telephone: 02079340175

Email: [procurementaltair@altairltd.co.uk](mailto:procurementaltair@altairltd.co.uk)

Region: UKI44 - Lewisham and Southwark

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## Contact organisation

Contact [Hastoe Housing Association Ltd](#) for any enquiries.