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Tender

Sports Coaches Required to cover PPA, Lunchtime Breaks and After Care Club

Hounslow Town Primary School

F21: Social and other specific services – public contracts

Prior information notice with call for competition

Notice identifier: 2023/S 000-031322

Procurement identifier (OCID): ocids-h6vhtk-040e82

Published 24 October 2023, 11:52am

Section I: Contracting authority

I.1) Name and addresses

Hounslow Town Primary School

-

Hounslow

TW31SR

Contact

Anne Peckham

Email

a.peckham@hounslowtownprimary.co.uk

Telephone

+44 2085835042

Country

United Kingdom

Region code

UKI75 - Hounslow and Richmond upon Thames

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.hounslowtownprimary.co.uk

Buyer's address

www.hounslowtownprimary.co.uk

I.3) Communication

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Other type

Hounslow Town Primary School

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Sports Coaches Required to cover PPA, Lunchtime Breaks and After Care Club

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

At Hounslow Town primart School we are looking for a team of passionate sports coaches to cover lessons for PPA, Lunchtime Breaks and assist with our After Care Club.

Hounslow Town Primary School is a five-form entry primary school, we are one of the largest primary schools in the UK and have good transport links and are located close to the tube and over ground train line. We moved into our new premises in 2018 and have fantastic facilities to offer to our staff and children. You will have the opportunity to work alongside an excellent team of staff.

I give below details of the cover required on a daily basis:

Monday

Break time 10am-11am x 3 coaches

Lunch time 11:45am-13:45pm x 2 coaches plus 11.45am-12.45pm x 1 coach

Half a day PM PPA cover from 12.45pm-15.30pm x 1 coach

Aftercare - 15:30pm-17:30pm x 1 coach

Tuesday

Break time 10am-11am x 3 coaches

Lunch time 11:45am-13:45pm x 2 coaches + 1 coach 11:45am-12:45pm

Half a day PM PPA cover from 12:45pm - 15:30pm x 1 coach

Aftercare - 15:30pm-17:30pm x 1 coach

Wednesday

Break time 10am-11am x 3 coaches

Lunch time 11:45am-13:45pm x 2 coaches + 1 coach 11:45am-12:45pm

Half a day PM PPA cover from 12:45pm - 15:30pm x 1 coach

Aftercare - 15:30pm-17:30pm x 1 coach

Thursday

Break time 10am-11am x 3 coaches

Lunch time 11:45am-13:45pm x 2 coaches + 1 coach 11:45am-12:45pm

Half a day PM PPA cover from 12:45pm - 15:30pm x 1 coach

Aftercare - 15:30pm-17:30pm x 1 coach

Friday

Break time 10am-11am x 2 coaches

Lunch time 11:45am-13:45pm x 3 coaches

Half a day AM PPA cover from 8:45am - 11:45am x 1 coach

Aftercare - 15:30pm-17:30pm x 1 coach

Additional Cover Monday-Friday

There may be occasions where we will need an additional coach on an ad-hoc basis.

Coaches would be required to be on site and ready for these duty times. They may be required to take class registers and collect and take children to and from the playground.

You are invited to quote for the above specification and send your quotation to a.peckham@hounslowtownprimary.co.uk by 31st October 2023. The school will not consider quotes received after that time.

We will review the quotes and then ask 5 potential applicants to present to the School's Governing Body the week of 13th November and then expect to decide award of contract within 7 days of the presentation date.

If you require any further information or wish to visit the school, please contact us on 0208 570 1747 and speak to Laura Khalil (Headteacher)

Yours sincerely

L Khalil

Headteache

II.1.5) Estimated total value

Value excluding VAT: £75,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI - London

II.2.4) Description of the procurement

Sports Team to cover PPA, Lunchtime Breaks and After Care Club

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Yours sincerely

L Khalil

Headteacher

II.2.6) Estimated value

Value excluding VAT: £75,000

II.2.7) Duration of the contract or the framework agreement

Duration in months

36

II.2.14) Additional information

Please email a.peckham@hounslowtownprimary.co.uk for more details.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.4) Objective rules and criteria for participation

List and brief description of rules and criteria

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Yours sincerely

L Khalil

Headteacher

Section IV. Procedure

IV.1) Description

IV.1.1) Form of procedure

Procedure involving negotiation

IV.2) Administrative information

IV.2.2) Time limit for receipt of expressions of interest

Date

15 November 2023

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

English

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used