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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): ocds-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](mailto: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](http://www.hounslowtownprimary.co.uk)

Buyer's address

[www.hounslowtownprimary.co.uk](http://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

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## **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](mailto: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

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

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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

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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](mailto:a.peckham@hounslowtownprimary.co.uk) for more details.

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## **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

Additional Cover Monday-Friday

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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

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## **Section VI. Complementary information**

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

Electronic invoicing will be accepted

Electronic payment will be used