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Tender

## **Sports Team 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 000-031948

Procurement identifier (OCID): ocids-h6vhtk-041011

Published 30 October 2023, 11:51am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Hounslow Town Primary School

School Road

Hounslow

TW3 1QZ

#### **Contact**

Shammi Mehta

#### **Email**

[s.mehta@hounslowtownprimary.co.uk](mailto:s.mehta@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)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

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

School

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Sports Team 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 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.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 80000000 - Education and training services

#### **II.2.3) Place of performance**

NUTS codes

- UKI - London

Main site or place of performance

Hounslow Town primary School

School Road

Hounslow Middlesex

TW3 1QX

## **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.

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 also be occasions where the school 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 12.00pm on 19th November . 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 11th December 2023 and then expect to decide award of contract within 7 days of the presentation date for a period of 3 years. Contract to start as soon as possible but no later than March 2024.

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

Headteacher

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

Duration in months

36

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Form of procedure**

Open procedure

### **IV.2) Administrative information**

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

Date

19 November 2023

Local time

12:00pm

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

English