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Award

Waltham Forest Housing Association INVITATION TO TENDER FOR PLANNED WORKS AND RESPONSIVE REPAIRS WFHAPWRR001 Intent to Award Notice

Waltham Forest Housing Association

UK6: Contract award notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-034660

Procurement identifier (OCID): ocds-h6vhtk-04ea82 ([view related notices](#))

Published 24 June 2025, 11:26am

Scope

Reference

WFHAPWRR001

Description

Waltham Forest Housing Association (WFHA) is undertaking a competitive tender process to appoint a supplier to deliver their Planned and Responsive Maintenance Services.

This process is being managed by Altair Ltd on behalf of WFHA. Please note that this will conclude as WHFA contract and has no connection to Altair Ltd.

This ITT is provided on the same basis to all organisations.

The aim of this procurement process is to appoint one provider to deliver services outlined within Schedule 6 - Specification.

The anticipated annual contract value is estimated at £450,000 for the planned element and £320,000 for the reactive element, resulting in a total estimated annual spend of £770,000. Over the full five-year term, the estimated total contract value is £3,850,000.

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

In this ITT, the following words and phrases have the following meanings:

Association Means Waltham Forest Housing Association (WFHA)

Bidder/s Those organisations who have expressed an interest in providing the Requirement who have been selected by the Association to be invited to tender for the contract to provide them.

Contract Means any formal agreement for goods, works or services as a result of this Tender Process

Evaluation Criteria Means the evaluation criteria contained in Schedule 2

FOI Law The Freedom of Information Act 2000, and the Environmental Information Regulations 2004 together as amended from time to time

Form of Tender Means the document contained in the Response Schedule (Schedule 3 which is completed by the Bidder and returned with its Tender Response.

Tenant A person who resides or is present in a WFHA property

Invitation to Tender (ITT) This Invitation to Tender including all its appendices Schedules 1 - 8, Appendix A and Appendix 1 - 8.

Portal Means the secure online portal MyTenders operated by for the purposes of the Procurement Process.

Preferred Bidder/s Means the Bidder/s who is successful following evaluation in accordance with the Evaluation Criteria

Procurement Process Means the procedure followed by Waltham Forest Housing Association to award the Contract.

Response Schedule(s) Means Schedule 1, Schedule 3 and Schedule 4 and must be completed by Bidders in order for the Bidder to be considered for contract award in the Procurement Process.

Requirement Means the Works and Services which the WFHA wishes to procure, details

of which are set out in in this ITT and "Requirements" shall be construed; accordingly,

Return Date Means the deadline for Tender Responses specified by the Association.

Subcontractor A subcontractor (or sub-contractor) is a company or person whom a general contractor, prime contractor or main contractor hires to perform a specific task as part of an overall project.

Services Means the Services to be provided under the contract

Tenders Tender responses made by Bidders to this ITT in accordance with its terms and "Tender" shall be construed; accordingly,

Tender Response Means a Response Schedule(s) submitted by a Bidder during the Procurement Process using the Response Schedule(s).

TUPE Transfer of Undertakings Protection of Employment Regulations

Updates Means a written notification by the Association to Bidders. Updates may be issued during the tender period to amend or to provide clarification to any part of the ITT.

WFHA Means Waltham Forest Housing Association (WFHA) and its agents

Working Day Means a day (other than a Saturday or Sunday) on which banks are open for domestic business in the City of London.

SECTION 2: INSTRUCTIONS TO BIDDERS

2. Introduction

Tenders must be submitted strictly in accordance with the following instructions, read carefully before completing the ITT documentation. In submitting a Tender response, Bidders confirm that they have read and understood the contents.

Bidders not complying with these instructions may be rejected by WFHA whose decision in the matter will be final.

This ITT is provided on the same basis to all organisations. WFHA will not provide any further information, other than clarification of the information included in supplied documents, during the tender process.

3. Contract Duration

The duration of the Contract will be 3 years. Where appropriate, and subject to

agreement, the Contract may be extended for a further 2 years on the basis of a 1 + 1 to a maximum of 5 years with no further option to extend.

4. Terms and Conditions

The Terms and Conditions associated with this Contract can be found in Schedule 5. By submitting a response, Bidders are agreeing to be bound by the terms of this ITT and the Terms and Conditions without further negotiation or amendment. Variations will not be accepted nor any amendments to these terms.

The laws of England and Wales and the exclusive jurisdiction of the Courts of England and Wales; shall apply to this ITT, the Procurement Process and the Goods, Works and Services generally and, subject to applicable law, any dispute, including any non-contractual dispute arising therefrom.

5. Overview of the Procurement Process

, WFHA is using a one stage, five-step process to select its Preferred Bidder. Qualifying Bidders are invited to submit a response using the Response Schedules (Schedule 1, Schedule 3 and 4) and uploading quality responses as instructed in Schedule 3. Tenders will be evaluated to identify the Preferred Bidder, using the Evaluation Criteria set out in Schedule 2.

The five-step process in outline, is:

- Step 1 - Satisfactory compliance to establish completeness of submitted tenders
- Step 2 - Satisfactory compliance to the selection questions
- Step 3 - A quality evaluation
- Step 4 - A price evaluation
- Step 5 - Combining the price with the quality score to determine the Preferred Bidder/s

Each step must be completed/passed before moving to the next.

6. Schedule of Key Dates

The intended key dates for the Tender and contract award phase for Bidders are as below. WFHA reserves the right to vary any of the dates set out at any time and for any reason. Nothing in this timetable should be understood to be a representation that any specific event will be met.

*Please note that this is an indicative timeline, and can be amended at any point during the process

Please note that by submitting a bid you are confirming that you can enter into the contract, mobilise services, have the required resources and have all processes in place ready to commence the contract by the contract start date.

Failure to submit a full response to any of the Tender deliverables specified below may result in the exclusion of the Tender from further consideration by WFHA.

Requirement Schedule

Completed responses to the selection questions 1

Provide responses to the Quality/Technical questions 3

Signed and dated Form of Tender 3

Signed and dated Non-Collusion Certificate 3

Signed and dated Disclosure of Interest Certificate 3

Completed Pricing Response 4

Following the deadline for submission, Bidders will not, in general, be permitted to amend or supplement their Tenders. However, WFHA reserves the right, at its discretion, to request a Bidder to clarify its Tender in writing, correct obvious errors, or to supply further information.

The Tender shall remain open for acceptance by WFHA for 90 days from the deadline for submission of tender responses.

8. General Tender Submission Guidance

Each Tender submission must be submitted in accordance with these instructions.

Responses must be submitted in English.

Bidders should answer all questions as accurately as possible using the format and page lengths where instructed as well as requests for other information.

Use of diagrams is permitted only if requested, but inclusion will count as part of the page limit. Where a question is not relevant to the Bidder this should be indicated with an explanation (where applicable).

If a response exceeds the page limits, the first pages within the limit will be evaluated only.

Bidders must provide explicit and comprehensive Tender responses as these will be the single source of information on which the evaluation will be made.

Any information submitted to WFHA in response to any question or requirement must be pertinent to that question or requirement. Any information not considered pertinent will not be considered by WFHA.

Answers to each question are self-contained and must not cross-refer to responses to other questions.

It is important that Tender responses to the questions in the ITT provide specific evidence of an ability to meet the requirement/s of the specification.

DO NOT provide general organisational literature, marketing or promotional brochures and web-links as these will not be considered to be an appropriate response, nor will they be considered in the evaluation process and may prove detrimental to your Tender.

Vague or nebulous Tender responses or merely stating "to be considered" or "to be discussed" are not acceptable. If a Bidder cannot be specific in its Tender response relating to any particular matter, then the reason/s as to why a full response cannot be provided must be stated.

Contract 1. INVITATION TO TENDER (ITT) FOR PLANNED WORKS AND RESPONSIVE REPAIRS TENDER REFERENCE: WFHAPWRR001

Supplier

- [TEB \(Builders\) Limited](#)

Contract value

- £3,850,000 excluding VAT
- £4,620,000 including VAT

Below the relevant threshold

Award decision date

24 June 2025

Earliest date the contract will be signed

7 July 2025

Contract dates (estimated)

- 8 July 2025 to 7 July 2028
- Possible extension to 7 July 2030
- 5 years

Description of possible extension:

Expectation is for after the initial 3 year term, that the extensions will be annual i.e. 3 year initial term + 1 year + 1 year. Extension will be at the discretion of the contracting authority and agreement with the supplier

Main procurement category

Works

CPV classifications

- 45000000 - Construction work
- 50000000 - Repair and maintenance services

Contract locations

- UK - United Kingdom

Information about tenders

- 22 tenders received
- 21 tenders assessed in the final stage:
 - 20 submitted by small and medium-sized enterprises (SME)
 - 0 submitted by voluntary, community and social enterprises (VCSE)
- 1 supplier awarded contracts
- 20 suppliers unsuccessful (details included for contracts over £5 million)

Procedure

Procedure type

Below threshold - open competition

Supplier

TEB (Builders) Limited

- Companies House: 01116067

25 Suttons Lane,

Hornchurch, England,

RM12 6RD

United Kingdom

Email: claire@tebbuilders.co.uk

Region: UKI52 - Barking & Dagenham and Havering

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1. INVITATION TO TENDER (ITT) FOR PLANNED WORKS AND
RESPONSIVE REPAIRS TENDER REFERENCE: WFHAPWRR001

Contracting authority

Waltham Forest Housing Association

- Mutuels Public Register: 21186r

31 Church Hill

London

E17 3RU

United Kingdom

Contact name: Kevin Harding

Telephone: +447350398302

Email: procurementaltair@altairltd.co.uk

Region: UKI53 - Redbridge and Waltham Forest

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

Other organisation

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

Altair Consultancy and Advisory Services Ltd

Summary of their role in this procurement: Agent for the Authority

- Companies House: 07463003

Tempus Wharf

London

SE16 4SA

United Kingdom

Contact name: Kevin Harding

Telephone: +447350398302

Email: kevin.harding@altairltd.co.uk

Region: UKI44 - Lewisham and Southwark

Contact organisation

Contact [Waltham Forest Housing Association](#) for any enquiries.