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Tender

Riverside School - Cleaning Service

Riverside School

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-041847

Procurement identifier (OCID): ocds-h6vhtk-056376

Published 22 July 2025, 9:53am

Scope

Reference

MPN-10335

Description

Riverside School is currently out to tender for the provision of a full daily cleaning service.

The contract is being offered for three years with the option to extend for a further two periods of 12 months. The contract commencement date is 05 April 2026.

The contract is for a full daily cleaning service during term time and periodic cleaning outside of term time.

TUPE is expected to apply, details of which can be found in the tender documentation.

There are five employees in the cleaning team that are members of the Local Government Pension Scheme and all details are in the tender documentation.

Total value (estimated)

- £466,773 excluding VAT
- £560,127.60 including VAT

Above the relevant threshold

Contract dates (estimated)

- 5 April 2026 to 5 April 2029
- Possible extension to 5 April 2031
- 5 years, 1 day

Description of possible extension:

The duration detailed above includes the initial term of 3 years as well as the 2 optional contract extension periods of 12 months each.

Main procurement category

Services

CPV classifications

- 90919300 - School cleaning services

Contract locations

- UKJ4 - Kent
-

Submission

Enquiry deadline

5 August 2025, 5:00pm

Submission type

Requests to participate

Deadline for requests to participate

2 September 2025, 5:00pm

Submission address and any special instructions

Full details of how to submit are contained within the documents accompanying this tender.

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

14 January 2026

Recurring procurement

Publication date of next tender notice (estimated): 23 July 2027

Award criteria

Name	Description	Type	Weighting
Quality	Full details of the weightings and evaluation criteria are contained within the documents accompanying this tender.	Quality	70%
Price	Full details of the weightings and evaluation criteria are contained within the documents accompanying this tender.	Price	30%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Duty to Consider Lots

As part of the initial project set up and approval stage of the tender process, Riverside School discussed with Minerva Procurement Consultancy Services Limited the possibility of splitting the tender into more than one lot/contract. It was agreed that lots were not appropriate for this tender process.

Full details of the description of the process being used are contained within the documents accompanying this tender.

Stage 1 Conditions of participation with evaluation

Suppliers are invited to submit a Procurement Specific Questionnaire (PSQ) response. Submissions will be evaluated based on the criteria detailed in the PSQ documentation. A maximum of five suppliers will be taken forward to the Invitation to Tender stage of the process. Where less than five suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the Invitation to Tender stage. Where more than five suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the Invitation to Tender stage.

Stage 2 Invitation to Tender with evaluation

Suppliers shortlisted to the Invitation to Tender (ITT) stage will be required to submit their final tender and will be evaluated on the criteria detailed in the ITT documentation. Envisaged shortlist of the three highest scoring bidders to be invited to:

Stage 3 Presentation Day

Stage 4 Assessment Summaries and Publication of Contract Award Notice (commencing 8 working day standstill period)

Stage 5 Publication of Contract Details Notice

Further details of the CFP can be found in the documentation accompanying this tender.

Documents

Associated tender documents

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

All documents are being provided on publication of this Tender Notice. They will be hosted, and are freely available, on the In-tend portal for Minerva Procurement Consultancy Services Limited.

Contracting authority

Riverside School

- Public Procurement Organisation Number: PTRV-8184-YZDG

Main Road

Bromley

BR5 3HS

United Kingdom

Contact name: Ben Jones

Telephone: +441256467107

Email: Tenders@minervapcs.com

Website: <https://www.riversideschool.org.uk/>

Region: UKI61 - Bromley

Organisation type: Public authority - sub-central government

Other organisation

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

Minerva Procurement Consultancy Services Limited

Summary of their role in this procurement: Procurement consultancy managing the tender process for Riverside School

- Companies House: 07144956

117 Devonshire House, Aviary Court

Basingstoke

RG24 8PE

United Kingdom

Contact name: Ben Jones

Telephone: +441256467107

Email: tenders@minervapcs.com

Website: <http://www.minervapcs.com>

Region: UKJ37 - North Hampshire

Contact organisation

Contact [Minerva Procurement Consultancy Services Limited](#) for any enquiries.