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Tender

Cleaning Contract

HAILSHAM TOWN COUNCIL CIC

F02: Contract notice

Notice identifier: 2025/S 000-048528

Procurement identifier (OCID): ocds-h6vhtk-058758

Published 13 August 2025, 4:24pm

Section I: Contracting authority

I.1) Name and addresses

HAILSHAM TOWN COUNCIL CIC

Hailsham Town Council, Inglenook

Hailsham

BN272AE

Contact

Tony Lee

Email

tony.lee@hailsham-tc.gov.uk

Telephone

+44 7511335750

Country

United Kingdom

Region code

UKJ - South East (England)

Companies House

11499728

Internet address(es)

Main address

<https://www.hailsham-tc.gov.uk/>

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://hailshamtc.sharepoint.com/:w:/s/Global/EWTJRpGTIVJEruoaglaC8uMB0dduyZMPH6PmApgF5QAkbw?e=Ag4h7W>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://hailshamtc.sharepoint.com/:w:/s/Global/EWTJRpGTIVJEruoaglaC8uMB0dduyZMPH6PmApgF5QAkbw?e=Ag4h7W>

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Cleaning Contract

Reference number

HTC009/2025

II.1.2) Main CPV code

- 90919200 - Office cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of office cleaning at 4 sites for Hailsham Town Council, 1 office, 1 youth centre, 1 Post Office & 1 Public toilet

II.1.5) Estimated total value

Value excluding VAT: £45,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)

- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

II.2.4) Description of the procurement

Hailsham Town Council is committed to maintaining high standards of cleanliness, hygiene, and presentation across all Council-owned and managed facilities. The cleaning specifications contained in this tender pack set out the required standards, frequency, and scope of work for each location.

These specifications are designed to ensure that all facilities remain safe, welcoming, and fit for public use, reflecting the Council's duty of care to residents, staff, and visitors. The cleaning contractor will be expected to:

- Provide all necessary cleaning materials, equipment, and personal protective equipment (PPE), unless otherwise stated.
- Undertake cleaning to the highest professional standard, ensuring compliance with relevant health and safety legislation, including COSHH (Control of Substances Hazardous to Health) regulations.
- Maintain all areas in a hygienic and well-presented condition, free from unpleasant odours, litter, and visible dirt.
- Ensure consumable items (toilet paper, soap, paper towels, sanitary disposal units) are replenished in accordance with each location's needs.
- Record and report any maintenance or safety issues to the Council immediately.

Contractors should note that the facilities are used by a wide range of people, including children, vulnerable adults, and those with disabilities. An emphasis is placed on accessible cleaning practices, the use of appropriate products, and maintaining safe, dry, and hazard-free floors at all times.

The cleaning frequencies and schedules outlined in this pack represent the minimum requirements. Additional cleaning may be necessary during periods of high use or in the event of accidents or spillages.

The Council expects the appointed contractor to demonstrate flexibility, reliability, and attention to detail, ensuring that Hailsham Town Council's facilities remain an asset to the local community.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 October 2025

End date

30 September 2028

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

2 x 1 year extensions or 1 2 year extension

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

12 September 2025

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

12 September 2025

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Hailsham Town Council

Hailsham

Country

United Kingdom