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Tender

## **Saint Cecilia's CofE School - Cleaning Services**

SAINT CECILIA'S CHURCH OF ENGLAND SCHOOL

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

Notice identifier: 2025/S 000-056627

Procurement identifier (OCID): ocds-h6vhtk-059a72

Published 15 September 2025, 3:06pm

### **Scope**

### **Reference**

MPN-10339

### **Description**

Saint Cecilia's CofE School is currently out to tender for the provision of a full daily cleaning service.

The contract is being offered for two years with the option to extend for a further three periods of 12 months. The contract commencement date is 25 May 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.

No members of the cleaning team are members of the Local Government Pension Scheme and therefore LGPS will not be required for this tender.

### **Total value (estimated)**

- £750,000 excluding VAT
- £900,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 25 May 2026 to 24 May 2028
- Possible extension to 24 May 2031
- 5 years

Description of possible extension:

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

### **Main procurement category**

Services

### **CPV classifications**

- 90919300 - School cleaning services

### **Contract locations**

- UKI6 - Outer London - South

## **Submission**

### **Enquiry deadline**

22 September 2025, 5:00pm

### **Submission type**

Requests to participate

### **Deadline for requests to participate**

20 October 2025, 5:00pm

### **Submission address and any special instructions**

Full details of how to submit are contained within the documents accompanying this tender. In-Tend - <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)**

17 March 2026

## Recurring procurement

Publication date of next tender notice (estimated): 16 September 2026

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## 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%

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## Other information

### Conflicts assessment prepared/revised

Yes

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## **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, Saint Cecilia's CofE School discussed with Minerva Procurement Consultancy Services Limited the possibility of splitting the tender into more than one lot/contract. On the basis that school is on one site 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.

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## **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.

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## **Contracting authority**

### **SAINT CECILIA'S CHURCH OF ENGLAND SCHOOL**

- Companies House: 09413691

Saint Cecilia's Church Of England School

London

SW18 5JR

United Kingdom

Contact name: Maria Robinson

Telephone: +441256467107

Email: [Tenders@minervapcs.com](mailto:Tenders@minervapcs.com)

Website: <https://www.saintcecilias.london/>

Region: UKI34 - Wandsworth

Organisation type: Public authority - sub-central government

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## 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 Saint Cecilia's CofE School

- Companies House: 07144956

117 Devonshire House

Basingstoke

RG24 8PE

United Kingdom

Contact name: Maria Robinson

Telephone: +441256467107

Email: [tenders@minervapcs.com](mailto:tenders@minervapcs.com)

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

Region: UKJ37 - North Hampshire

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## Contact organisation

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