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Contract

FoH Reception Services

Sovereign Network Group

UK7: Contract details notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-060880

Procurement identifier (OCID): ocds-h6vhtk-052836 ([view related notices](#))

Published 30 September 2025, 1:34pm

Scope

Reference

PROC0807

Description

SNG wishes to outsource its internally sourced FoH reception provisions at Sovereign House, Basingstoke and The Hive, Wembley. There may also be a need to add Greenham Hub to the scope of deliverables within the contract term.

The successful bidder will deliver a professional, efficient, and customer-focused service to ensure a positive first impression for all visitors and staff. For the avoidance of doubt, SNG are not seeking security personnel/services as part of this tender.

Contract 1. SNG Goods and Services Agreement for Corporate FoH Reception Services

Supplier

- [Portico Corporate Reception Management Limited](#)

Contract value

- £1,098,790 including VAT

Above the relevant threshold

Date signed

12 September 2025

Contract dates

- 1 October 2025 to 30 September 2028
- Possible extension to 30 September 2030
- 5 years

Description of possible extension:

Subject to satisfactory performance of the successful bidder, there shall be the option for 2 times 12 month extensions to the contract. These extensions shall also be subject to agreement in writing between the Parties

Main procurement category

Services

Options

The right to additional purchases while the contract is valid.

During the term of the Agreement, there is the potential to increase the scope to include an additional site. SNG are requesting pricing for this additional site as part of the tender. SNG reserves the right to utilise this option at its sole discretion

CPV classifications

- 79992000 - Reception services

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Supplier

Portico Corporate Reception Management Limited

- Public Procurement Organisation Number: PHQX-2625-GZRQ

300 Thames Valley Park Drive

Reading

RG6 1PT

United Kingdom

Telephone: 02073679010

Email: etrott@portico.co.uk

Region: UKJ11 - Berkshire

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Supported employment provider: No

Public service mutual: No

Contract 1. SNG Goods and Services Agreement for Corporate FoH Reception Services

Contracting authority

Sovereign Network Group

- Companies House: RS007448

Sovereign House, Basing View

Basingstoke

RG21 4FA

United Kingdom

Contact name: Carlie Wishart

Email: carlie.wishart@sovereign.org.uk

Region: UKJ37 - North Hampshire

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