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Tender

## Hitchin Girls' School - Lettings Tender

Hitchin Girls' School

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

Notice identifier: 2025/S 000-063668

Procurement identifier (OCID): ocds-h6vhtk-05a838 ([view related notices](#))

Published 9 October 2025, 12:05pm

### Changes to notice

This notice has been edited. The [previous version](#) is still available.

This notice has been re-published due to an error regarding the turnover threshold within both the SQ document and questionnaire. This has now been changed and all responders should submit the SQ via this link (which can also be found within the revised Tender Notice). <https://www.delta-esourcing.com/respond/SJ9VYGF7JD>

### Scope

### Description

Our school possesses a strong ethos; the environment is familial and supportive, and we value each other. We embrace innovation whilst being aware of our history and traditions. We are diverse yet we have a strong identity. Learning, for students and staff alike, is at the heart of all we do; we strive to create a vibrant atmosphere where high-quality education can take place and the whole school can thrive. Central to this are our core values of Aspiration, Perseverance, Kindness, Respect and Positivity, all of which are underpinned by our relationships, our community and our sense of family.

We are incredibly proud of our students and the talented staff who support them. Together we work to ensure that we have the best possible teaching in every classroom, happy and successful students and staff, and a positive, inspiring environment.

Further information regarding the School can be obtained here:

<https://www.hgs.herts.sch.uk/>

Tender information:

The successful tenderer will be required to provide an efficient and effective fully managed letting services at Hitchin Girls School which has 1357 pupils and 164 teaching and support staff.

The contract term being tendered for 3 years, from 28/05/2026 – 27/05/2029. There is an option for a further extension period for up to two additional years to 27/05/2031.

The contract offers an excellent opportunity to review and propose enhancements to the current letting services at the schools.

The school seeks to increase income streams and ensure the commercial viability of lettings by maximising all assets and actively promoting all facilities. A consistent, professional approach to lettings management is required, aiming to increase income, maintain and enhance the school's reputation, deliver a positive social impact, strengthen community engagement and potentially to attract new pupils.

The school is not obliged to accept the best financial offer submitted for this tender, rather the school is keen to secure best value. Creative ideas as to how the lettings activity can be developed, improved and maximised, will be welcomed. The school seeks a contractor that is keen to work in partnership with them and who will deliver to its highest abilities, at all times.

Competitive Flexible Procedure

This procurement will be run under the Competitive Flexible Procedure. This will follow a two stage approach, with stage 1 being the Procurement Specific Questionnaire (PSQ).

Here a minimum of 5 candidates (or less, in the event less than 5 meet the minimum criteria) and a maximum of 10 candidates, will progress to stage 2. Any selection of tenderers will be based solely on the criteria set out for the procurement and a minimum score of 60% must be achieved. Selected tenderers will then be invited to stage 2, the Invitation To Tender (ITT). Here, the evaluation of tender response will be set as 50% price and 50% quality.

Value of contract:

The annual value of the current contract is £75,000

Therefore the value of this contract is £375,000

The contract shall be a fixed price contract with invoices raised monthly to the school. The tender process will be run under a two stage Competitive Flexible procedure.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=985657177>

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

- £375,000 excluding VAT
- £450,000 including VAT

Above the relevant threshold

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

- 28 May 2026 to 27 May 2029
- Possible extension to 27 May 2031
- 5 years

Description of possible extension:

The contract may be extended from 27/05/2029 for up to a maximum of 2 years to 27/05/2031

## **Main procurement category**

Services

## **CPV classifications**

- 70220000 - Non-residential property renting or leasing services

## **Contract locations**

- UKH23 - Hertfordshire

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## **Participation**

### **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

5 November 2025, 12:00pm

**Submission type**

Tenders

**Deadline for requests to participate**

5 November 2025, 12:00pm

**Submission address and any special instructions**

<https://www.delta-esourcing.com/respond/SJ9VYGF7JD>

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

English

**Award decision date (estimated)**

6 February 2026

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**Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Criterion 1	Price	50%
Criterion 2	Quality	50%

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## **Other information**

### **Applicable trade agreements**

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Competitive flexible procedure

### **Competitive flexible procedure description**

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evaluation of tender response will be set as 50% quality and 50% price.

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## Contracting authority

### Hitchin Girls' School

- Public Procurement Organisation Number: PHLZ-5666-PBZY

Highbury Road

Hitchin

SG4 9RS

United Kingdom

Contact name: Rachel OGrady

Telephone: +44 1252 977017

Email: [tenders@rivapartnership.co.uk](mailto:tenders@rivapartnership.co.uk)

Region: UKH23 - Hertfordshire

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.

## **RIVA Partnership Ltd**

Summary of their role in this procurement: Procurement Consultancy supporting the Contracting Authority

- Public Procurement Organisation Number: PPWL-9222-MYRJ

Hones Business Park, 1 Waverley Lane

Farnham

GU9 8BB

United Kingdom

Contact name: Rachel OGrady

Telephone: +44 1252 977017

Email: [tenders@rivapartnership.co.uk](mailto:tenders@rivapartnership.co.uk)

Region: UKJ25 - West Surrey

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## **Contact organisation**

Contact Hitchin Girls' School for any enquiries.