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Tender

PP-10174 Hornchurch Academy Trust Washroom Services Framework

HORNCHURCH ACADEMY TRUST

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

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Scope

Reference

PP-10174

Description

Havering Education Services (HES) established a Brokerage Service in 2013 as a dedicated collaborative procurement and contracts support service for schools and settings. The Service enables schools to access a wide range of competitive single and multi-supplier procurement frameworks for goods and services that have been selected through a compliant procurement route, and who demonstrably deliver value for money and high-quality products and services to schools and settings.

The Brokerage Service has over the years developed into a highly valued, award winning and truly schools led local and regional collaborative model. Starting in 2022, under a partnership model, Hornchurch Academy Trust, a Multi Academy Trust based in Havering

became the 'Contracting Authority' under which umbrella the HES brokerage frameworks are managed, and procurement activities conducted.

This requirement is for a new single supplier framework agreement for Washroom Services which is expected to be used primarily by education establishments listed in Attachment 3 (subject to change). Over the life of the framework agreement, it is envisaged that additional schools in Havering and other neighbouring Local Authorities may subscribe to the Brokerage Service and therefore access the Washroom Services and other frameworks on offer.

The Framework will act as a single closed framework, with a single Supplier appointed, for a duration of 3 years, with the option to extend by 1 further year.

The estimated full Framework Agreement value of £1,500,000 is the estimated potential value based on known participating establishments. The value of participation by the wider public sector cannot be calculated accurately or guaranteed - but has however been incorporated within a range of £1,500,000 to £3,000,000 for the duration of the Framework Agreement, EX VAT.

The Framework shall be a single supplier framework.

The Supplier that is appointed to the framework agreement, will be required to pay a rebate for each call-off contract they are awarded under the Framework. The rebate will be 2.5% (excluding VAT) of the total value of the call-off contract that is awarded.

The Framework may be open for use by the following classifications of user throughout all administrative regions of England: Local Authority Councils, Educational Establishments (including Academies)

Educational Establishments: Early Years Settings, Nursery School, Primary School, Middle or High School, Secondary School, Academy, Special School, Pupil Referral Unit (PRU), Further Education Colleges, Universities.

Schools in England <https://www.gov.uk/find-school-in-england>

Academies <http://www.education.gov.uk/schools/performance>

Universities and Colleges <http://unistats.direct.gov.uk/institutions/>

Commercial tool

Establishes a framework

Total value (estimated)

- £3,000,000 excluding VAT
- £3,600,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2030
- 4 years

Description of possible extension:

Option to extend for further one-year period at the discretion of the Client

Main procurement category

Services

CPV classifications

- 90524000 - Medical waste services
- 98341130 - Janitorial services

Contract locations

- UK - United Kingdom

Framework

Maximum number of suppliers

1

Maximum percentage fee charged to suppliers

2.5%

Framework operation description

a. Quality Assessment: 70% of overall score

Quality Criteria Sub Weighting

(Out of 100% of Quality Assessment)

Criterion 1: Washroom Service Requirements 40%

Sub-Criterion 1a: Washroom Service Delivery & Case Study 1 25%

Sub-Criterion 1b: Equipment, Materials and Consumables 10%

Sub-Criterion 1c: Health & Safety 5%

Criterion 2: Contract Support, Monitoring and Management 50%

Sub-Criterion 2a: Subcontractors Non-scored

Sub-Criterion 2b: Contract Support, Management & Training 20%

Sub-Criterion 2c: Case Study 2 10%

Sub-Criterion 2d: Reporting and Response to Performance Standards and KPIs 10%

Sub-Criterion 2e: Case Study 3 10%

Criterion 3: Sustainability and Social Value 10%

Sub-Criterion 3a: Sustainability and Social Value
10%

Criterion 4: Geographical Coverage N/A

Sub-Criterion 4a: Minimum Coverage Pass / Fail

Sub-Criterion 4b: Client Regions Non-scored

The scores used to assess each quality criterion will be as follows:

Assessment of Response Score

Excellent An excellent response in terms of the level of detail, accuracy and relevance. Answer provides strong assurance as to the organisation's capability in respect of the criterion being assessed. 4

Good A good response submitted in terms of the level of detail, accuracy and relevance. Answer provides significant evidence as to the organisation's capability in respect of the criterion being assessed. 3

Acceptable An acceptable response submitted in terms of the level of detail, accuracy and relevance. Answer provides sufficient evidence as to the organisation's capability in respect of the criterion being assessed. 2

Limited A response that is inadequate or only partially addresses the question. Answer provides some evidence as to the organisation's capabilities in respect of the criterion being assessed. 1

Deficient Question not answered - or - Response to the question significantly deficient. Answer does not provide satisfactory evidence as to the organisation's capability in respect of the criterion being assessed. 0

b. Price Assessment: 30% of overall score

a. Overall Price: The Supplier with the lowest Overall Price offered to the Client over the core contract period will be awarded the full 30% of the marks available for overall price.

All other Suppliers' scores will be calculated relative to this best overall financial offer, using the formula:

i. Supplier's Percentage Score = $(1 - ((\text{Supplier's Overall Price Offer} - \text{Lowest Overall Price Offer}) / \text{Lowest Overall Price Offer})) \times 30$

b. Bidders are required to submit a rate for each service, as requested in the form i.e. per service / per week / per month etc.

The services are broken down by the below service areas and also have a further split of weightings per item/service in Attachment 3 tabs.

1. Collection and Disposal (30%)

2. Roller Towels (25%)

3. Hand Dryers (25%)

4. Washroom (20%)

c. Any individual items or services that are not offered by Bidder, will not receive a score and be marked as a 0.

Award method when using the framework

Without competition

Contracting authorities that may use the framework

The Framework may be open for use by the following classifications of user throughout all administrative regions of England: Local Authority Councils, Educational Establishments (including Academies)

Submission

Enquiry deadline

17 November 2025, 5:00pm

Tender submission deadline

26 November 2025, 12:00pm

Submission address and any special instructions

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

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

21 February 2026

Award criteria

Name	Description	Type
Simple description	Quality Assessment: 70% of overall score Price Assessment: 30% of overall score	Price

Weighting description

Quality Assessment: 70% of overall score

Price Assessment: 30% of overall score

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authority

HORNCHURCH ACADEMY TRUST

- Companies House: 10760863

Whybridge Junior School Blacksmiths Lane

Essex

RM13 7AH

United Kingdom

Email: finance@hornchurchacademy.org.uk

Region: UKI52 - Barking & Dagenham and Havering

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.

Place Group Ltd

Summary of their role in this procurement: Procurement Agent on behalf of client

- Companies House: 04395705

The Regent, Chapel Street

Penzance

TR18 4AE

United Kingdom

Contact name: Irene Celis

Telephone: +448452577050

Email: Irene.Celis@place-group.com

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

Region: UKK30 - Cornwall and Isles of Scilly

Contact organisation

Contact [Place Group Ltd](#) for any enquiries.