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Tender

Charvil Parish Council Cleaning Contract

Charvil Parish Council

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

Notice identifier: 2025/S 000-070860

Procurement identifier (OCID): ocds-h6vhtk-05d9f2 ([view related notices](#))

Published 4 November 2025, 2:04pm

Scope

Description

Charvil Parish Council owns or manages two buildings within the village, Charvil Village Hall, and the Margaret Gimblett Pavilion. It has a reputation for keeping its buildings well-maintained and clean, and we require any future contractor to help us maintain this great reputation with an outcomes-based approach.

Village Hall, The Hawthorns, Charvil Reading, Berks RG10 9TT

The Village Hall requires 7.5 hours of cleaning over five days, so 1.5 hours on Monday, Wednesday, Thursday, Saturday and Sunday.

The Village Hall comprises

- a main hall, for which a scrubber drier is provided,
- a smaller meeting room,
- kitchen
- toilets, all cleaned by sweeping, and mops and buckets.

- There are also three storage rooms that are not included on the cleaning schedule.

There is an on-site commercial waste bin to use for all Hall waste.

It is also expected that the cleaner will replenish toilet rolls, bin bags, soap, and washing-up liquid as necessary.

The hall is generally in use from 9am daily, and most evenings the hall is in use until 9pm, but there are exceptions to this, so the cleaner would need to check on the online diary to see when bookings are finished for the day.

The cleaner can choose either to clean after the day's bookings have finished for the day, or in the morning, finishing at least half an hour before the first booking of the day or by 9am, whichever is the earlier, during the week. This is because other staff may need to access the hall for maintenance etc. and this will not necessarily be in the diary.

More details are in the tender document.

Margaret Gimblett Pavilion, East Park Farm, Park Lane, Charvil, Reading, Berks RG10 9TY

The Pavilion requires six hours cleaning per week over three days, so three hours on a Monday, 1.5 on a Thursday and 1.5 on a Friday. These days may change depending on users of the pavilion but are the current requirement.

The pavilion consists of

- a main hall, for which a scrubber drier is provided,
- five changing rooms,
- toilets in both the sports part of the pavilion and the hall part,
- a kitchen.
- There are also two storerooms which are not included in the cleaning schedule.

There is a Hoover and brooms provided for the areas not suitable for the scrubber drier, and further cleaning would be done with mops and buckets.

There is an on-site commercial waste bin for all pavilion waste.

It is also expected that the cleaner will replenish toilet rolls, handtowels, hand soap, bin bags, j-cloths and washing-up liquid as required.

Usage of the pavilion finishes every day by 9pm and starts at 9am when there are bookings. The changing rooms are generally only used at the weekends in the football season but can be used during weekday evenings during the cricket season.

Consequently, we require more cleaning time on a Monday as the changing rooms can be quite dirty and time consuming to clean. While we expect the hall area of the building to be cleaned by 8.30 am, the sports end can be done after this as there will be no scheduled usage. If there are any exceptions to this, the cleaner will be informed beforehand.

More details are in the tender document.

Total value (estimated)

- £50,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 2 February 2026 to 1 February 2029
- Possible extension to 1 February 2031
- 5 years

Description of possible extension:

There is the option of extending for a maximum of two years if costs and services are satisfactory. The extension will be agreed on an annual basis.

Main procurement category

Services

CPV classifications

- 90911200 - Building-cleaning services

Contract locations

- UKJ11 - Berkshire

Participation

This procurement is reserved for

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

Conditions of participation

Given the size of the contract, the Parish Council would like to limit the contract to companies based within 50 miles of Charvil.

Particular suitability

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

Submission

Enquiry deadline

28 November 2025, 12:00pm

Tender submission deadline

5 December 2025, 1:00pm

Submission address and any special instructions

<https://www.charvilparishcouncil.gov.uk>

Please email submissions to clerk@charvilparishcouncil.gov.uk

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Ability to meet requirements	The requirements are set out in some detail in the full tender documents, and participants have been requested to provide a maximum 3-page summary of how their services meet our requirements outlined and to explain social value commitments.	Quality	45%
Price	The requirements are set out in some detail in the full tender documents, and participants have been requested to provide a maximum 3-page summary of how their services meet our requirements outlined and to explain social value commitments.	Price	35%
Social Value	Participants have been requested to submit a response to this in their summary on ability to meet requirements.	Quality	10%
References	Participants have been requested to submit a response to this in their summary on ability to meet requirements.	Quality	10%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Tender specification for the Charvil Parish Council Cleaning Contract 16-10-25.pdf](#)

Contracting authority

Charvil Parish Council

- Public Procurement Organisation Number: PZNT-5124-PJZD

30 Park View Drive South, Charvil

Reading

RG10 9QX

United Kingdom

Email: clerk@charvilparishcouncil.gov.uk

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government

