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Tender

The Latymer School Lettings Service Contract

The Latymer School

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

Notice identifier: 2025/S 000-075978

Procurement identifier (OCID): ocds-h6vhtk-05e634

Published 21 November 2025, 11:51am

Scope

Reference

SSC LHS LET 03_26

Description

SSC Partnership (an Agent) working on behalf of The Latymer School (the Authority) are currently out to tender for the provision of school lettings management services. The Company will be responsible for the full administration and operational management of community lettings across the Authority's facilities, ensuring that all activities are delivered safely, efficiently, and in line with the Authority's safeguarding, educational, and community objectives.

The Authority will sign a contract with the successful Company for a period of 36 Months (3 Years) with the option to extend it for up to a further 24 Months (2 Years). It is expected that the contract will commence 1st March 2026.

The Procurement is being run under the open procedure. Any interested organisation/consortium may submit a Bid in response to this ITT.

The Company shall prepare and submit its tender considering the entire tender package. The requirements for a valid submission of tenders are outlined in the tender documentation including the scope of works and specification of service.

Arrangements will be made for Companies to visit the school and view the current facilities to obtain a better understanding of the layout and any other relevant information to help in putting together tender bids. The site visit is planned to take place on 4th December 2025. Companies should limit their attendance to two representatives. Companies will not be able to take photographs during site visits without the consent of the Authority. Please register for the site visit through the correspondence functionality on the tendering portal (<https://in-tendhost.co.uk/sscpartnership>), including the name and roles of the representatives who will be attending by no later than 12 noon, 3rd December 2025.

Tenders will be evaluated using a method known as MAT (most advantageous tender).

There will be mandatory and desirable requirements.

Mandatory requirements are stipulations which must be present, or the tender will be eliminated from the evaluation.

Desirable characteristics are elements of the tender which are to be scored by the Authority.

Tenders and all associated documents must be submitted electronically via the e tendering portal: <https://in-tendhost.co.uk/sscpartnership>.

Companies that are not registered will need to complete the supplier's application. If there are any issues with the access or submission of documents Companies can contact the In-Tend Support team at support@in-tend.co.uk or on 0845 557 8079 / +44 (0) 114 407 0065.

Full details are disclosed within the tender documentation.

Suppliers that would like to take part in this tender process are invited to "Express Interest" upon which they will be given access to the full tender documentation delivery through this e-tendering system.

When the tender documents have been made available involved suppliers will receive notification via email and the tender documents can be accessed from the "My Tenders" area of this website and selecting the "View Details" button of this project.

The deadline for submissions of the tender will be 22nd December 2025.

Total value (estimated)

- £1,500,000 excluding VAT
- £1,800,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 March 2026 to 28 February 2029
- Possible extension to 28 February 2031
- 5 years

Description of possible extension:

Following the initial term the contract can be extended by a further 24 months subject to agreement between parties.

Main procurement category

Services

CPV classifications

- 70130000 - Letting services of own property
- 70220000 - Non-residential property renting or leasing services
- 70332000 - Non-residential property services

Contract locations

- UKI54 - Enfield

Submission

Tender submission deadline

22 December 2025, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/sscpartnership>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

30 January 2026

Award criteria

| Name | Description | Type |
|--------------------|--|-------|
| Simple description | <p>Bidders are required to complete and submit the Procurement Specific Questionnaire (PSQ) alongside the Financial Submission (i.e. by the deadline for Bid submissions). Bidders' Mandatory responses will be evaluated prior to evaluation of scoring responses. Details of the approach to be taken to the evaluation of PSQ submissions are contained in the PSQ Explanatory Document. Bidders should read the PSQ Explanatory Document before completing the PSQ. Bidders' answers to each of the desirable questions within the Procurement Specific Questionnaire must be self-contained without referring to additional documents, answers to other questions or other supporting statements (unless specifically requested). Bidders should respond to each point in the question when providing its answer.</p> | Price |

Weighting description

Bidders are required to complete and submit the Procurement Specific Questionnaire (PSQ) alongside the Financial Submission (i.e. by the deadline for Bid submissions). Bidders' Mandatory responses will be evaluated prior to evaluation of scoring responses.

Details of the approach to be taken to the evaluation of PSQ submissions are contained in the PSQ Explanatory Document. Bidders should read the PSQ Explanatory Document before completing the PSQ.

Bidders' answers to each of the desirable questions within the Procurement Specific Questionnaire must be self-contained without referring to additional documents, answers to other questions or other supporting statements (unless specifically requested). Bidders

should respond to each point in the question when providing its answer.

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://in-tendhost.co.uk/sscpartnership>

Tender Pack including

Invitation to Tender (ITT)

Contract Conditions

Specification

Returnable Schedules

Procurement Specific Questionnaire Explanatory Notes

TUPE

Photographs

Contracting authority

The Latymer School

- Public Procurement Organisation Number: PZLY-6632-TXWX

Haselbury Road

Edmonton

N9 9TN

United Kingdom

Email: procurement@sscpartnership.co.uk

Region: UKI54 - Enfield

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.

SSC Partnership Limited

Summary of their role in this procurement: Agent

- Companies House: 09976389

12 Nelson Street

Southend on sea

SS1 1EF

United Kingdom

Email: procurement@sscpartnership.co.uk

Region: UKH31 - Southend-on-Sea

Contact organisation

Contact [SSC Partnership Limited](#) for any enquiries.