

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/081681-2025>

Tender

Premises Cleaning

Cardiff Metropolitan University

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

Notice identifier: 2025/S 000-081681

Procurement identifier (OCID): ocds-h6vhtk-05acb1 ([view related notices](#))

Published 10 December 2025, 4:28pm

Scope

Reference

ITT/25/29

Description

The Premises Cleaning contract at the University is currently outsourced. This contract is due to expire on the 30th of June 2026. A new contract is therefore required to be in place from the 1st of July 2026.

The University is seeking bids for an initial five-year term from the 1st of July 2026, with two one-year contract extensions available (5+1+1).

The new contract will involve the cleaning of all the University's identified premises listed below, which is approximately 68,000m²:

- Alexander House, Excelsior Road, Cardiff, CF14 3AT
- Cyncoed Campus, Cyncoed Road, Cardiff, CF23 6XD

- Llandaff Campus, Western Avenue, Llandaff, Cardiff, CF5 2YB

The University's estates ranges from traditional offices and teaching spaces to laboratories and sporting facilities.

The scope of services under this new contract will include the following:

- Scheduled routine cleaning
- Ad hoc /reactive cleaning
- Periodic cleaning
- Internal & external window cleaning
- Gutter, Soffits and fascia clean
- Provision of cleaning consumables, cleaning machinery and staff uniforms
- Light waste removal duties and carpet cleaning services
- Specialist clean of the University's Allied Clinical Health Hub three times per annum

The Service should be tailored to fit around the use of the buildings and wider campuses and special consideration should be given to any periodic programme, given the holidays, out of term usage and three intakes of students each year. The academic environment is dynamic and changes with each new student intake and local circumstances. Almost by definition, the cleaning service must be flexible to deal with several situations and be output driven.

The cleaning of the University's premises must be carried out in accordance with the following standards:

- British Institute of Cleaning Science (BICSc) standard
- NHS Wales National Standards of Cleanliness (2021) for all clinical areas
- Healthcare Inspectorate Wales (HIW) expectations for all clinical areas

The University is an accredited Living Wage provider and as such the University wants to achieve fair and non-exploitative working practices within this contract. The University has adopted the Welsh Government's Code of Practice on Ethical Procurement in Supply Chains , which is designed to ensure that high-quality public services are delivered throughout Wales by a workforce that is treated legally, fairly and safely and is well

rewarded.

To reflect this conviction the University has committed to paying the living wage for all the staff employed via our key out-sourced facilities management areas. As such, the cleaning staff currently employed by the incumbent supplier are paid the Living Wage. The University will therefore require the successful supplier to continue to pay those staff who work on this contract the Living Wage.

Total value (estimated)

- £7,300,000 excluding VAT
- £8,760,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 July 2026 to 30 June 2031
- Possible extension to 30 June 2033
- 7 years

Description of possible extension:

The contract will allow for two, one-year contract extensions. These will be exercised at the University's sole discretion.

Main procurement category

Services

CPV classifications

- 90910000 - Cleaning services

Contract locations

- UKL22 - Cardiff and Vale of Glamorgan

Participation

Legal and financial capacity conditions of participation

Bidders must be financially secure with a minimum of three-years trading history.

The bidders turnover in the last financial year must exceed the set threshold, which is £15,000,000 per annum.

The bidders current ratio must be 1 or higher.

Prior to contract award, bidders must have the following levels of insurance in place:

Employers Liability Insurance of £10,000,000

Public Liability Insurance of £10,000,000

Product Liability Insurance of £1,000,000

By the award of contract, bidders must have the technical and human resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.

Technical ability conditions of participation

Cleaning standards required to be met:

- British Institute of Cleaning Science (BICSc) standards

- NHS Wales National Standards of Cleanliness (2021), or equivalent
- Healthcare Inspectorate Wales (HIW) standards, or equivalent

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

8 January 2026, 12:00pm

Submission type

Requests to participate

Deadline for requests to participate

13 January 2026, 12:00pm

Submission address and any special instructions

Each stage will be conducted fully electronically via the University's 'InTend' e-tender portal. All documentation will be issued via this portal and all responses must also be submitted via the portal.

The website for the address is as follows:

<https://in-tendhost.co.uk/cardiffmet/asp/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Suppliers to be invited to tender

Maximum 8 suppliers

Selection criteria:

Conditions of participation as outlined in the WSPQ (Wales Procurement Specific Questionnaire) available on the University's Intend e-tender portal (<https://in-tendhost.co.uk/cardiffmet/asp/Home>).

Award decision date (estimated)

16 January 2026

Recurring procurement

Publication date of next tender notice (estimated): 20 January 2033

Award criteria

Name	Description	Type	Weighting
Quality	The qualitative evaluation will be based on a series of technical questions and will be designed to examine the bidder's ability to deliver the actual contract for the University. Please note, the award criteria may be subject to refinement for the second stage of this procurement.	Quality	60.00%
Cost	The cost evaluation will evaluate the bidder's financial bid. Please note, the award criteria may be subject to refinement for the second stage of this procurement.	Cost	30.00%
Social Value	The social value evaluation will be based on a series of questions asked in the tender documentation. Please note, the award criteria may be subject to refinement for the second stage of this procurement.	Quality	10.00%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

The University will be following the Competitive Flexible Procedure using a two stage process as follows:

1. Stage 1 - Participation Stage: After expressing an interest in this procurement opportunity, suppliers will be required to complete the Wales Procurement Specific Questionnaire (WPSQ), where conditions of participations have been set. The conditions of participation must be satisfied to proceed to the next stage of the procurement, tendering.

As part of the selection process, the information provided in the WPSQ will be used to determine the top scoring suppliers who will be invited to tender. The number of suppliers that will be invited to tender will be no more than 8. The University will therefore only be taking through the 8 highest scoring suppliers to Stage 2 of the tender process. Should there be a tie-break situation where the score is the same for more than one supplier (= 8th), in this situation the supplier that scores the highest for question 21a of the WPSQ will be invited to tender. If multiple suppliers score the same for this question then priority will be given to the supplier that scores the highest for question 21b of the WPSQ.

2. Stage 2 – Tender Stage

Only those suppliers that are successful at the participation stage will be invited to tender for this contract.

Each stage will be conducted fully electronically via the University's 'InTend' e-tender portal. All documentation will be issued via this portal and all responses must also be submitted via the portal.

Documents

Documents to be provided after the tender notice

Electronically via the University's 'InTend' e-tender portal.

All documentation will be issued via this portal and all responses must also be submitted via the portal.

The website for the address is as follows:

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

Contracting authority

Cardiff Metropolitan University

- Public Procurement Organisation Number: PPNB-5569-JLHH

Llandaff campus

Cardiff

CF5 2YB

United Kingdom

Contact name: Sarah Hampson-Jones

Email: tenders@cardiffmet.ac.uk

Website: <http://www.cardiffmet.ac.uk/procurement/>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales