

**INVITATION TO TENDER
for the Provision of Multi-Academy Trust
Electricity**

Opening Date:

Monday 7 July 2025

Closing Date:

Friday 29 August 2025

Short List Date:

Monday 8 September 2025

Review Date:

Monday 29 September 2025

Contact:

**Ashley Reed
Chief Financial Officer**

Ashley.reed@bdot-academies.org

01274 909120

Contents

1. Introduction
2. The Tender Process
3. The Tender Requirements, Reports & System Requirements
4. Evaluation Criteria
5. Contracting
6. Termination of Contract
7. General Terms
8. Warnings & Disclaimers
9. Freedom of Information
10. Publicity
11. Tenderer Conduct and Conflicts of Interest
12. BDAT's Rights

Appendix 1 – BDAT Trust Details

Appendix 2 - Pricing

1.0 Introduction

The procurement of large multi-year contracts must show that public funds have been used as intended by Parliament (ATH 2.24)

The Trust must ensure (ATH 2.25):

- spending has been for the purpose intended and there is probity in the use of public funds
- spending decisions represent value for money
- internal delegation levels exist and are applied
- a competitive tendering policy is in place and applied, and the procurement rules and thresholds in the Public Contracts Regulations 2015 and Find a Tender service are observed
- professional advice is obtained where appropriate.

1.1 Diversity and Inclusion

Bradford Diocesan Academies Trust (BDAT) will make sure that the BDAT value of inclusion is at the forefront of all we do. BDAT will seek to be inclusive by valuing and encouraging diversity and difference and proactively seeking to learn from others.

BDAT is keen to work with companies with similar inclusive values that demonstrate a wider understanding and encourage social responsibility in our communities.

1.2 Environment and Sustainability

BDAT launched a three-year Environmental Sustainability Strategy, **“One Planet Earth, One Chance to Change”**, with ambitious plans for solar energy, student engagement and a 2050 net zero ambition.

BDAT has five priority action areas driving this change. BDAT are committed to investing in our buildings to make them more efficient, reducing our reliance on fossil fuels, investigating our supply chains and operations, reducing waste and encouraging sustainable travel.

Climate Change puts children’s most basic rights at risk, seriously affecting their access to health, food, water, clean air, education and protection. Around the world, the growing number of extreme weather events is putting more and more children’s lives in danger. Every year, environmental factors take the lives of 1.7 million children under five.

It is for this reason that BDAT has made a commitment to ensuring environmental sustainability is at the heart of what we do. If we play our part in protecting the planet, we are protecting our students, our families, our staff and our communities.

To read more about the BDAT Environmental Sustainability Strategy please click [here](#).

1.3 Modern Slavery Statement

This statement has been published in accordance with the Modern Slavery Act 2015 and with reference to Keeping Children Safe in Education. It sets out the steps taken by Bradford Diocesan Academies Trust (the Trust) to prevent modern slavery and human trafficking in all areas of its work. [Modern-Slavery-Statement.pdf \(bdat-academies.org\)](https://www.bdat-academies.org/Modern-Slavery-Statement.pdf)

2. Tender Process

- 2.1. We are inviting firms that can provide Utilities (Electricity) to tender and the successful broker will be offered a preferred length contract in line with market prices.
- 2.2. Bids should be submitted by email to Ashley.reed@bdat-academies.org (CFO). The deadline for receipt is on page 1.
- 2.3. Submissions received after the deadline will not be considered.
- 2.4. Tenderers should ensure that they allow enough time to submit their bid response. **The Trust will accept no responsibility for difficulties during the process of submission and/or late or lost submissions.**
- 2.5. Please study the documentation carefully. If you are in any doubt as to any aspect of the brief or require clarification of any part of the document, please contact Ashley Reed.
- 2.6. Tenders will only be considered if they provide competitive prices strictly in accordance with the brief.
- 2.7. There will be a short-listing process, and applicants will receive an email the day after the meeting inviting them to present to the panel or informing them that they have been unsuccessful
- 2.8. Interviews/Review will take place as at the date on page 1. Details of how the interview process will be coordinated will be communicated.
- 2.9. A contract will be awarded for the successful as stated in 2.1.

3. Tender Requirements – Electricity (Utilities software)

- 3.1 Electricity that has MAT oversight.
- 3.2 Electricity bill checking;
- 3.3 Broker administration of contract.;
- 3.4 Live market conditions and advice.
- 3.5 Exportable data into excel
- 3.6 Invoicing per location

Reports for SECR:

- 3.6 Breakdown of Gas & Electric for SECR.

Utilities Software Support

- 3.7 Telephone support
- 3.8 Email support
- 3.9 Live Chat support
- 3.10 Support for school level and Trust

Implementation Process – if new provider

- 3.11 Fully Managed service to transition to new energy provider.

The below provides further detail on our expectations for the provision

4. Evaluation Criteria

- 4.1. All of the tenders will be subject to a detailed evaluation process which will be based on an appropriate balance between technical expertise and a firm commitment to meeting all of the Trust's requirements. The Trust will select the best value for money tender considering the following factors:

Criteria	% Weighting	
Commercial Pricing	80%	
Support service for BDAT staff for electricity	15%	
Reports – Range of available reports, configurability, and ease of access to reports	5%	
	100%	

- 4.2. **NOTE:** the above criteria are not listed in relative order of importance.
- 4.3. The Trust shall be under no obligation to accept the lowest or any tender submitted hereunder.
- 4.4. Tenders may be rejected the Trust may request additional information as part of the bid clarification process to enable the Trust to better understand the Tenderer's bid.
- 4.5. Tenders may be rejected if they do not comply with the tender specification or public sector procurement guidelines.
- 4.6. A maximum of the top five scoring tenderers will be invited to deliver a presentation to representatives of the Trust in support of their tenders, as set out in the timetable (which will be communicated if successful). Tenderers should keep this date free in case they are asked to attend.
- 4.7. The presentations will be used to moderate the written submissions for the evaluation criteria specified above.
- 4.8. The names and positions of those attending from the Trust will be notified to all tenderers in advance of the presentation.

5. Contracting

- 5.1 The Trust is seeking a preferred market price but offers should be for **12,24,36 months**. Tenderers should price submissions accordingly.
- 5.2 The Trust is under no obligation to appoint a contractor from this exercise and reserves the right not to appoint or to re-run the exercise. The Trust will not be liable for any tenderer costs prior to appointment, including compilation of the submission.
- 5.3 Details of the policy on price changes in future years should be included (e.g., price plus inflation, RPI, CPI etc.)
- 5.4 The hourly rate for additional pieces of work
- 5.5 A clear break down of each meter for HH and NHH readings.
- 5.6 A very clear break down of the Full Cost of the service including administration charges/ distribution charges / Green Charges etc.
- 5.7 The Trust has solar panels on the majority of the schools – please provide energy providers that allow for this to be facilitated.

6.0 Termination of Contract

- 6.1 The contract may be terminated by either party by giving 6 months' notice.
- 6.2 The duration of the contract is for the length of the utility contract.
- 6.3 At the end of the contract, if applicable, the contractor will provide all data in a timely manner to support transition to the new supplier, and continuity of the Utilities provider.
- 6.4 If termination is instigated during the contractual period, then the Utilities provider will liaise, where needed, with the Trust regarding data they hold.

7. General terms

- 7.1 Inducements – offering an inducement of any kind in relation to obtaining this or any other contract with the Trust will disqualify the tender from being considered and may constitute a criminal offence.

- 7.2 Data breaches – the contractor must inform the Trust of any data breach as soon as reasonably practicable and in any event within 12 hours of occurrence, the data compromised, and actions taken to limit the exposure. This should include details of staff affected where known.
- 7.3 Applicable law – the contract is governed by English law. There are no TUPE considerations within this service.
- 7.4 Key performance indicators Tenderers should provide KPIs as part of their proposal. This should include KPIs on system down time, data fixes and general response times to queries.

8. Warnings and disclaimers

- 8.1 While the information contained in this ITT is believed to be correct at the time of issue, neither the Trust nor its advisors will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT and in respect of any other written or oral communication transmitted (or otherwise made available) to any tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Trust.
- 8.2 If a tenderer proposes to enter into a contract with the Trust, it must rely on its own enquiries and on the information contained within this ITT, subject to the limitations and restrictions specified in it. 8.3 Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Trust (or any other person) to enter into a contractual arrangement.

9. Freedom of Information

- 9.1 As a public body, the Trust is subject to the provisions of the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (SI 2004/3391) (EIR) in respect of information it holds (including third party information). Any member of the public or other interested party may make a request for information. The Trust is also subject to various public sector transparency policies and legal requirements.
- 9.2 Tenderers should therefore be aware that information provided in connection with this procurement, or in connection with any contract awarded, may be disclosed by the Trust, unless the Trust decides (in its absolute discretion) that one of the statutory exemptions under the FOIA or the EIR applies. Requests for information and application of any exemptions shall

be considered on a case-by-case basis. By taking part in this procurement, tenderers agree to such disclosure or publication by the Trust.

- 9.3 Tenderers may designate any information supplied as part of their tender response or otherwise in connection with the procurement as confidential or commercially sensitive by clearly identifying it as such to the Trust in its response. Blanket protective markings applied to the whole document will not be sufficient. While designating material as confidential or commercially sensitive or equivalent does not guarantee non-disclosure, the Trust will consider this as part of any disclosure decision.

10. Publicity

- 10.1 No publicity regarding the Utilities services of Bradford Diocesan Academies Trust or the award of any contract will be permitted unless and until the Trust has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Trust.

11. Tenderer conduct and conflicts of interest

- 11.1 Any attempt by tenderers or their advisors to influence the contract award process in any way may result in the tenderer being disqualified. Specifically, tenderers shall not directly or indirectly at any time:
- 11.1.1 Devise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
 - 11.1.2 Enter into any agreement or arrangement with any other person as to the form or content of any other tender or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other tender.
 - 11.1.3 Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender.
 - 11.1.4 Canvass the Trust or any employees or agents of the Trust in relation to this procurement.
 - 11.1.5 Attempt to obtain information from any of the employees or agents of the Trust or their advisors concerning another tenderer or tender.

- 11.1.6 Tenderers are responsible for ensuring that no conflicts of interest exist between the tenderer and its advisers, and the Trust and its advisers. Any tenderer who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Authority.

12. Bradford Diocesan Academies Trust reserves the right to:

- 12.1.1 Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Trust.
- 12.1.2 Seek clarification or documents in respect of a tenderer's submission.
- 12.1.3 Disqualify any tenderer that does not submit a compliant tender in accordance with the instructions in this ITT.
- 12.1.4 Disqualify any tenderer that is guilty of serious misrepresentation or of negligently providing misleading information in relation to its tender or the tender process.
- 12.1.5 Withdraw this ITT at any time, or to re-invite tenders on the same or any alternative basis.
- 12.1.6 Choose not to award any contract or lot as a result of the current procurement process.
- 12.1.7 Make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

APPENDIX 1

Bradford Diocesan Academies Trust details

- c/o Address 2nd Floor Jade Building, Albion Mills,
Albion Road, Bradford BD10 9TQ
- Main switchboard: 01274 909120
- Company no. 08258994
- Date of Incorporation. 12 October 2012
- Chief Executive Officer Carol Dewhurst OBE
- Chief Financial Officer Ashley Reed
- Staff c1600 full and part time
- Academies Primary 16, Secondary 5

Bradford Diocesan Academies Trust (BDAT) was set up in 2012 to support and sponsor Church of England Academies and other schools in Bradford and the surrounding areas on behalf of the Diocese of Leeds. We work with our schools to provide a network of support and challenge, so working together we can achieve our vision of improved outcomes and results for our children and young people.

Our mission is “to provide education of the highest quality within the context of Christian belief and practice”. We encourage an understanding of the meaning and significance of faith, the added experience and learnings of Christian values can offer to the development of all our pupils’ education and personal lives. We also seek to be an employer of choice in Bradford as we know we can’t have great schools without great staff.

Further information is available on website: [About BDAT - Bradford Diocesan Academies Trust \(bdat-academies.org\)](http://bdat-academies.org)

APPENDIX 2

Pricing Schedule

Electricity	Cost pkWh	Standing Charge	

APPENDIX 3

HALF HOUR (12 meters)

	Meter MPAN	Post Code	Address	Current	Contract End	Aggregated Nominated Usage kWh	Supply Capacity KVA	Cost pkWh	Day Rate	Night Rate	Standing	Availability Charge
1	2310817752015	BD14 6DD	Clayton St Johns CE Primary School (caretakers), Bradford Road, Bradford	British Gas	31/3/2026	68,619	75,000					
2	2316513697517	BD18 3HZ	Wycliffe CE Primary School, Saltaire Road, Bradford	British Gas	31/3/2026	90,684	64,000					
3	2380000376221	BD8 9JL	St Philips CE Primary School, Whitby Terrace, Bradford	British Gas	31/3/2026	n/a	54,703					
4	2380000902343	BD9 6NA	Belle Vue Girls Academy, Thorn Lane, Bradford	British Gas	31/3/2026	72,439	60,000					
5	2316510402013	BD4 6JF	St Johns CE Primary, Dawson Lane, Bradford	British Gas	31/3/2026	118,812	101000					
6	2316511870010	BD7 3JT	St Oswalds CE Primary, Cross Lane, Bradford	British Gas	31/3/2026	96,507	90,000					

7	2380000021701	BD3 9HW	Westminster CE Primary, Westminster Road, Bradford	British Gas	31/3/2026	158,335	160,000
8	2380002058563	BD4 8RG	Bradford Forster Academy, Fenby Avenue, Bradford	British Gas	31/3/2026	544,991	200,000
9	2300000708021	BD10 9AQ	Immanuel College, Leeds Road, Bradford	British Gas	31/3/2026	699,344	300,000
10	2380001862221	BD9 6NA	Belle Vue Girls Academy, Thorn Lane, Bradford	British Gas	31/3/2026	557,855	310,000
11	2315619411516	BD18 2PT	Shipley CE Primary, Otley Road, Bradford	British Gas	31/3/2026	92,886	0
12	2316513160019	BD9 6RB	Bradford Girls, Squire Lane, Bradford	British Gas	31/3/2026	457,228	

NON HALF HOUR (18 meters)

	Meter MPAN	Post Code	Address	Current	Contract End	Aggregated Nominated Usage kWh	Supply Capacity KVA	Cost pkWh	Day Rate	Night Rate	Standing	Availability Charge
1	2300000624151	BD10 9AQ	Immanuel College, Leeds Road, Bradford	British Gas	31/3/2026	2,873	n/a					
2	2311254554910	BD20 5SE	East Morton CE Primary, Street Lane, Keighley	British Gas	31/3/2026	2,718						
3	2315208925812	BD18 2NT	Christ Church CE Primary, Wrose Brow Road, Bradford	British Gas	31/3/2026	737						
4	2311254557610	BD20 5SE	East Morton CE Primary, Street Lane, Keighley	British Gas	31/3/2026	45,372						
5	2311938691517	BD12 7EZ	Woodlands CE Primary, Mill Carr Hill Road, Bradford	British Gas	31/3/2026	46,214						
6	2312755311710	BD22 9LH	Oxenhope CE Primary, Keighley	British Gas	31/3/2026	71,334						

7	2310619216016	BD15 7YD	The Academy at St James, Chelwood Drive, Bradford	British Gas	31/3/2026	119,596
8	2311491394810	BD17 6TE	Baildon CE Primary, Coverdale Way, Baildon, Bradford	British Gas	31/3/2026	26,087
9	2311491398815	BD17 6TE	Baildon CE Primary, Coverdale Way, Baildon, Bradford	British Gas	31/3/2026	74,030
10	2380000309651	BD13 5DA	Cullingworth Primary, New School Lane, Cullingworth, Bradford	British Gas	31/3/2026	36,831
11	2380001016553	BD5 8FG	St Matthews CE Primary, Ivy House Road, Bradford	British Gas	31/3/2026	98,039
12	2300000692106	BD9 6RB	Bradford Girls, Squire Lane, Bradford	British Gas	31/3/2026	18,756
13	2300000692115	BD9 6RB	Bradford Girls, Squire Lane, Bradford	British Gas	31/3/2026	21,526
14	2380000142930	BD9 6RB	Bradford Girls, Squire Lane, Bradford	British Gas	31/3/2026	18,341
15	2310303363714	BD8 9PS	Bradford Girls, Squire Lane, Bradford	British Gas	31/3/2026	326

16	2310303365711	BD8 9PS	Bradford Girls, Squire Lane, Bradford	British Gas	31/3/2026	2,393
17	2315213124012	BD18 2NT	Christ Church CE Primary, Wrose Brow Road, Bradford	British Gas	31/3/2026	47,756
18	2315213127013	BD18 2NT	Christ Church CE Primary, Wrose Brow Road, Bradford	British Gas	31/3/2026	31,092