

**United Kingdom-Ilford: School cleaning services**

OJ S 194/2019 08/10/2019

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Caterham High School

Postal address: Caterham Avenue

Town: Ilford

NUTS code: UKH3 Essex

Postal code: IG5 0QW

Country: United Kingdom

E-mail: [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk)

Telephone: +44 1276-673880

**Internet address(es):**Main address: <http://www.ecaterham.net/>**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://litmuspartnership.co.uk/sq/caterhamcleaning/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Caterham High School — Tender for Cleaning Services

**II.1.2. Main CPV code**

90919300 School cleaning services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

Caterham High has been at the heart of the local community for over 60 years providing an excellent education for all young people that join our thriving institution. We are ambitious for our students, setting high aspirations in all that they do. We aim to ensure that they achieve

the best exam results possible, have opportunities to develop their talents and aptitudes, and become confident young people who will step out to meet the challenges of the world today. Our home-school partnerships are very strong. For students to maximise their potential, it is vital that parents and carers and the school work productively together. We use regular monitoring, target setting and dialogue with students and parents and carers to ensure students make good progress. There are many opportunities, formal and informal, for dialogue, which we strongly welcome.

#### **II.1.5. Estimated total value**

Value excluding VAT: 350 000,00 GBP

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

#### **II.2.3. Place of performance**

NUTS code: UKH3 Essex

Main site or place of performance: Caterham High School, Ilford, Essex, UNITED KINGDOM.

#### **II.2.4. Description of the procurement**

The successful supplier will be required to provide cleaning services at:

Caterham High School (the Client), Caterham Avenue Ilford, Essex, IG5 0QW.

The contract being tendered is for 3 years in duration commencing 1.8.2020.

The contract is fixed price with the supplier invoicing the Client for one-twelfth of the annual cost on a monthly basis. Any variations to the contract that are requested by the Client should be invoiced at the agreed rate and should be calculated on an hourly rate per employee needed to carry out the variation to the satisfaction of the contract supervising officer.

Whilst the monthly charge will represent one-twelfth of the contract cost, a reconciliation will take place monthly to reconcile the actual hours worked within the contract. If the hours worked are less than those budgeted for a credit will be required by the Client. The Client

requires that the tendered amount of hours are worked at all times and the successful Supplier will be expected to have a system in place to cover for both planned and unplanned leave.

The basis and rationale that the Client requires the successful supplier to operate to at all times is being able to provide clean premises that are fit for purpose and that the contractor is proactive in the management of the contract, thus ensuring that all specifications are achieved and that the frequency of cleans is as detailed within the tender specification.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

Value excluding VAT: 350 000,00 GBP

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/08/2020 End: 31/07/2023

This contract is subject to renewal: no

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5 Maximum number: 10 Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

**II.2.10. Information about variants**

Variants will be accepted: yes

**II.2.11. Information about options**

Options: no

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**II.2.14. Additional information**

**Section III: Legal, economic, financial and technical information**

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**III.1. Conditions for participation**

**III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

**III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

**Section IV: Procedure**

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**IV.1. Description**

**IV.1.1. Type of procedure**

Restricted procedure

**IV.1.3. Information about a framework agreement or a dynamic purchasing system**

**IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

**IV.2. Administrative information**

**IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 08/11/2019 Local time: 12:00

**IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 20/12/2019

**IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

**Section VI: Complementary information**

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## **VI.1. Information about recurrence**

This is a recurrent procurement: no

## **VI.3. Additional information**

Interest in the selection process should be expressed via email only to [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk) clearly stating within this email which contract/notice you are referring to. Please also provide, as a minimum, a contact name, full company postal address and telephone number.

The selection questionnaire and associated documents can be obtained at:

<https://litmuspartnership.co.uk/sq/caterhamcleaning/>

The closing date for receipt of the selection questionnaire is 8.11.2019 (12:00). Suppliers are required to ensure that documents are obtained and returned to the Litmus Partnership Ltd, by email to [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk) by the above closing date and time.

Documents in respect of economic/financial standing (where indicated in the selection questionnaire) shall be returned to The Litmus Partnership Ltd, by email to [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk) by the above closing date and time.

It will be the supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this contract notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

## **VI.4. Procedures for review**

### **VI.4.1. Review body**

Official name: Caterham High School

Town: Ilford

Country: United Kingdom

## **VI.5. Date of dispatch of this notice**

03/10/2019