



INVITATION

FROM

The Hamblin Education Trust

FOR

OUTSOURCED CLEANING SERVICES

Date : July 2026





INVITATION

North Cestrian School, a member of The Hamblin Education Trust, is looking to engage a 3rd Pty for the provision of cleaning services within the school. As an organisation we are striving to remain financially efficient whilst providing the best possible education and environment for all of our pupils. As a result, our engagement with our key providers including our cleaning provision is essential in ensuring the best use of resources to deliver our goal.

We would now like to invite any prospective supplier to present to us their services, proposals and prices for the next 3-5 years. We are looking as always to provide:

- Quality provision of cleaning services
- Value for money for North Cestrian School
- Efficient use of resources
- Ongoing partnership within which we can continue to offer a good service to our pupils

This invitation to the tender process published on Wednesday 1st July 2026 is for the award of a public contract through an Open Procedure in accordance with section 20(1) and (2)(a) of the Procurement Act 2023. This document should be read in conjunction with any other Procurement documents which have been made available.

We have outlined below the key timetable, scope and criteria we are using to determine the provision going forward.

TIMETABLE

Pre Meeting to discuss for contracted Cleaning Services • Scope • Queries	July 2026
Site Visits if required	July / August 2026
Further Discussion / Clarification	Up to 31 st August 2026
Supplier Presentations and review	September 2026
Inform Successful / Unsuccessful Suppliers	October 2026
Transition commencement	October – December 2026
Commencement of New Service	1 st January 2026



PLEASE NOTE:

Dates may be subject to change but will remain within agreeable requirements.

- Please read all documentation carefully and ensure that you insert your company name in the 'Footer' at the bottom of each page.
- One set of proposal documents should be delivered for the attention of Juliette Jackson, CFOO and emailed in pdf format to jjackson@hamblintrust.co.uk, by no later than 1st September 2026.
- Should you wish to provide a hard copy, sealed envelopes are to be marked with "Proposal for the Supply of Cleaning Services"
- The school will not bear any responsibility for the loss of any proposal documentation

INSTRUCTIONS TO THE SUPPLIER

The following Instructions to Suppliers: -

- (1) North Cestrian School wishes to participate in an exercise to identify a suitable supplier to contract for Cleaning Services.
- (2) The contract will be awarded for a period of 3-5 years to the successful supplier.
- (3) The objective of this exercise is to identify the most economically advantageous proposal to maintain a high level of cleaning service.
- (4) All enquiries relating to this exercise must be forwarded in writing to jjackson@hamblintrust.co.uk.
- (5) In order to assist you in preparing your proposal a site visit can be arranged in the weeks commencing 6th July. Please contact SYeates@hamblintrust.co.uk to arrange.
- (6) Completed proposal documents must be returned via email to jjackson@hamblintrust.co.uk by 31st August 2026.
- (7) North Cestrian School reserves the right to cancel the process at any point. The Institution is not liable for any costs resulting from any cancellation of this process nor for any other costs incurred during the process.
- (8) Proposals can take any format that supplier wishes. However, the proposals must address all of the key criteria as laid out in the documentation provided.
- (9) Please complete the Labour Workbook (Appendix A) to provide all of the obligations under the Contract.
- (10) All Prices shall be stated in pounds sterling and exclusive of VAT.
- (11) It is for Suppliers to consider the implications of the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended (TUPE), and to price their proposals accordingly.
- (12) Suppliers must complete and return a Conflicts of Interest Declaration.



SCOPE:

Please see specification in the accompanying document.

1. APPENDIX A – Labour Workbook

All suppliers are required to complete the workbook attached on the website.

2. APPENDIX B – Financial Statements

To be supplied by 3rd Pty

3. APPENDIX C – Equipment Inventory

To be supplied by 3rd Pty

4. APPENDIX D – Capital Inventory

To be supplied by 3rd Pty



5. EVALUATION & SELECTION CRITERIA

The documentation provided should be used by suppliers to demonstrate to the Trust that they can provide the services requested and to demonstrate how they intend to carry out the service.

Proposals will be evaluated and graded having regard to the following broad criteria:

MEASURES	Criteria	Weighting %
Fixed Price	Lowest compliant tender	50%
Quality (Service Delivery & Cleaning methodology)	Scored on the basis of 1-5 through demonstration of:- - Division of labour - Use of products - Continuity of service	40%
Staff Development		5%
Social Value		5%

6. RESPONSE FORM

We invite you as a supplier to present the above requirements in whatever format you feel appropriate.

7. SCHOOLS RIGHTS

The school reserves the right to:

- waive or change the requirements of this Invitation from time to time, without prior notice being given by the school.
- seek clarification or review the supplier's submission.
- disqualify any supplier that is guilty of serious misrepresentation in relation to its proposals.
- withdraw this Invitation at any time, or to re-invite suppliers on the same or any alternative basis.

8. SUCCESSFUL SUPPLIER

The successful supplier will be informed in writing, and the schools written acceptance will form a binding agreement between the school and the successful Contractor.

The decision of the School will be final.