



**EXPRESSION OF INTEREST (EOI)**  
**CLEANING SERVICES TENDER**

**Organisation Name:** Lambeth Academy

**Initiation Title:** Cleaning Services Tender

**Reference Number:** LAMB002

**Date of Issue:** 06/03/2017

**Invitee Closing Time:** 15/03/2017 12:00pm

**Intended completion date of short listing process:** 22/03/2017

**Contract to commence:** July 2017

**Length of Contract:** Three years (3) subject to performance reviews

**Approx. value of 3-year contract:** £350-£400K. plus cost of consumables

**Currency:** GBP

**Email:** [cleaningtender@lambeth-academy.org](mailto:cleaningtender@lambeth-academy.org)

## **PURPOSE OF EXPRESSION OF INTEREST**

Lambeth Academy is seeking expression of interest from suitable qualified and experienced service provider to enter into a contract agreement to provide cleaning services to the Academy.

Cleaning Services will include but are not limited to the following areas:

- Classrooms, Washrooms, Corridors, Staircases, Dining area, Gym, Libraries, Reception, Sports/Main Hall (Mon-Sat)
- Deep cleaning, interior window cleaning (Periodic Services)
- Academy Events & Functions (Periodic Services)

*Standard full cleaning is required for **195 days of the year. 9 of these days are INSET.** \* INSET days should be treated as an opportunity to provide a more thorough clean. Deep cleaning will take place additionally to these days, and occur outside of term time. \*Subject to change.*

## **BACKGROUND TO THE ACADEMY**

Lambeth Academy is a diverse and multicultural school based in South London near Clapham Common. The Academy was established in 2004 and has a rich history of providing excellence in teaching and inspiring students to success across academia.

The Academy is part of the United Learning Group who provide an inspiring education experience to over 30,000 students across the country by bringing out “the best in everybody”. The Group uniquely brings together state academies and independent schools to mutual advantageous, sharing best practice and resources to help students, staff and wider communities achieve success in all activities they undertake. The group is growing as more schools see the benefits of being part of a wider support structure

The Academy has approximately 180 staff members and 1100 students who will use the facilities on a daily basis. Pupil age range is from 11-18 years old.

The Academy uses its sports facilities to let out to external customers after school and during holidays.

### **Site address:**

#### **Lambeth Academy**

Elms Road  
Clapham  
London  
SW4 9ET

<http://www.lambeth-academy.org>

#### **Academy Operation Times**

Monday – Friday 6am-10pm  
Saturday 8am-4pm  
Sunday Closed  
Public Holidays Closed

#### **Academy Sports Centre (Gym) Operation Times**

Monday – Friday 5:00pm-10:00pm  
Saturday 9:30am-2:30pm

Sunday Closed  
Public Holidays: Closed

**EXPRESSION OF INTEREST PROCESS**

Suppliers who wish to be considered must respond to the below email address within the required date and time.

Email: [cleaningtender@lambeth-academy.org](mailto:cleaningtender@lambeth-academy.org)

<b>Contact Name</b>	
<b>Position Title</b>	
<b>Trading Name</b>	
<b>Registered Company Name</b>	
<b>Registered Address</b>	
<b>Telephone Contact</b>	
<b>Company Email Contact</b>	
<b>Website Address</b>	
<b>Years Established/Operating</b>	

Signed for and on behalf of the supplier

I warrant that in submitting this response, I have read and accept the conditions of the EOI.

Signed:.....

Name:.....

Date:.....

## **LAMBETH ACADEMY CONTACT DETAILS:**

Assistant Vice Principal: Magdalin Babiker-Clancy

Finance & Operations Manager: Premal Patel

Facilities & Events Manager: Nat Green

## **CONDITIONS OF PARTICIPATION**

All correspondence with Lambeth Academy regarding this process, including questions and clarifications, must occur via Lambeth Academy's representative. Failure to comply with this requirement may result in your Expression of Interest being disregarded.

**Lambeth Academy is not bound by any expression of interest received.**

**There are no legal obligations created on Lambeth Academy by an expression of interest.**

**This invitation/EOI is not an offer.** It is a formal request for invitees to submit an invitee's response for the supply of goods and/or services in response to the Academy's requirements.

Lambeth Academy does not warrant the accuracy of the content of this invitation and will not be liable for any omission from the Invitation documents.

Lambeth Academy reserves the right to change any information or to issue an addendum to this Invitation/EOI

## **Requests for clarification**

- (a) Any questions or requests for clarification or further information regarding this Invitation or the EOI process must be submitted to the Academy contact in writing at least 2 working days prior to the EOI closing time.
- (a) The Academy is not obliged to respond to any question or request for clarification or further information.
- (b) The Academy may make available to other prospective suppliers details of such a request together with any response, in which event those details shall form part of this Invitation/EOI

## **Anti-competitive conduct**

Suppliers and their representatives must not engage in any collusion, anti-competitive or similar conduct with any other invitee or person in relation to the preparation, content or lodgement of their supplier's response. In addition to any other remedies available to it under law, the organisation may, in its absolute discretion, disqualify a supplier that it believes has engaged in such collusive or anti-competitive conduct.

## **Consortia and trustees**

Where the supplier is a member of a consortium, the supplier response must stipulate which parts of the goods and/or services that each entity comprising the consortium would provide and how the parties would relate to each other to ensure full provision of the required goods and/or services. All consortium members are to provide details relating to their legal structure and where applicable provide details of their special purpose vehicle established for the supply of the goods and/or services.

## **Response**

- (a) The supplier response must be lodged by the EOI closing time. The closing time may be extended by the organisation in its absolute discretion by providing notice to invitees.

## **Late supplier's response**

If a supplier's response is lodged after the EOI closing time, it will be disqualified from the EOI process and will be ineligible for consideration unless:

- (a) the supplier can clearly document to the satisfaction of the organisation that an event of exceptional circumstances caused the invitee's response to be lodged after the EOI closing time; and
- (b) Lambeth Academy is satisfied that accepting a late submission would not compromise the integrity of the EOI process.

## **Obligation to notify errors**

- (a) If a supplier identifies an error in their response (excluding clerical errors which would have no bearing on the evaluation), they must promptly notify the Academy.
- (b) The Academy may permit a supplier to correct an unintentional error in its the supplier's response where that error becomes known or apparent after the EOI closing time, but in no event will any correction be permitted if the Academy reasonably considers that the correction would materially alter the substance of the response.

## **Withdrawal of an invitee's response**

A supplier who wishes to withdraw a previously submitted response must immediately notify the Academy of the fact. Upon receipt of such notification, the Academy will cease to consider the invitee's response.

## **Status of invitee's response**

Each supplier's response constitutes a non-binding proposal by the supplier to the Academy to provide the goods and/or services required.

## **Disclosure of EOI contents and EOI information**

Suppliers responses will be treated as confidential by the Academy. The Academy will not disclose the information contained in a supplier's response, except:

- (a) as required by law (including, for the avoidance of doubt, as required under the *Freedom of Information Act 1982* (Vic))
- (b) for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction;
- (c) to external consultants and advisers of the organisation engaged to assist with the EOI process;
- (d) to other government departments or organisations in connection with the subject matter of the EOI process; or

- (e) general information from invitees required to be disclosed by government policy.

### **Evaluation process**

Shortlisting for Tender, Lambeth Academy may (in its sole and absolute discretion) select a shortlist of suppliers who will be invited to submit a tender for the required works. The Academy is not bound or required to shortlist all or any Participants to the tender stage. Those Participants selected to be short listed will be notified in writing as will all unsuccessful Participants. Selection of the short list will be based on, but not limited to, the information submitted in the Expression of Interest forms contained within this document.

**Due to volume of applications, Lambeth Academy reserves the right to not offer an explanation for unsuccessful applications if a supplier is not shortlisted.**

Lambeth Academy may in its absolute discretion:

- (a) reject any invitee's response that does not include all the information requested or is not in the format specified
- (b) after concluding a preliminary evaluation, reject any supplier's response that in its opinion is unacceptable;
- (c) disregard any content in a supplier's response that is illegible and will be under no obligation whatsoever to seek clarification from the invitee;
- (d) disqualify an incomplete supplier's response or evaluate it solely on the information contained within it;
- (e) alter the structure and/or the timing of the EOI process; and
- (f) vary or extend any time or date specified in this Invitation for all suppliers

### **Next stage of EOI Process**

After evaluating all of the supplier's responses, the Academy may without limiting other options available to it, do any of the following:

- (a) prepare a short list of, request a Pre-Qualification Questionnaire (PQQ) to be completed and invite further offers from those suppliers;
- (b) conduct a subsequent procurement process calling for the goods and/or services or any similar related goods and/or services;
- (c) enter into pre contractual negotiations with one or more suppliers;
- (d) decide not to proceed further with the EOI process or any other procurement process for the goods and/or services; or
- (e) commence a new process for calling for supplier's responses on a similar or different basis to that outlined in the original invitation.

### **Electronic Submission of documents**

Google will be used as a platform for submitting and sharing documents with the supplier and Lambeth Academy.

If you are invited to submit a tender proposal, you will be asked to create a Google account to enable you to make submissions and view the tender specification.

Lambeth Academy will not share your files and data with any other 3<sup>rd</sup> party company. We will not change a Private document into a Public one without your consultation or authorisation.

Lambeth Academy does not have or maintain any control over External Services, and is not and cannot be responsible for their content, operation or use. By linking or otherwise providing access to any External Services, Lambeth Academy does not give any representation, warranty or endorsement, express or implied, with respect to the legality, accuracy, quality or authenticity of content, information or services provided by such External Services.

By replying to this Expression of Interest you are consenting to use this platform for your submissions and document storage/retrieval.