

**TENDER FOR THE SUPPLY OF:
Office Cleaning**

**At: Dawes Road Hub
20 Dawes Road
London SW6 7EN**



Sobus wishes to procure the services of a competent and quality cleaning company for the provision of cleaning services to the Dawes Road Hub for the period 3rd February 2020 to 31st March 2021.

Tenders to be returned no later than 12:00 noon Friday 15th November 2019

1. Context

The Dawes Road Hub offers serviced workspaces for Charity and Voluntary Sector organisations seeking affordable office accommodation in a modern, professional environment. The property is composed of a number of meeting rooms, self-contained and open plan offices, reception, toilets and small kitchen. The Dawes Road Hub is owned and managed by Sobus, a local charity and company limited by Guarantee. Further information can be found at www.sobus.org.uk

Sobus is a London Living Wage employer and would expect the provider to also offer LLW as a minimum rate of pay to its employees.

Details of the cleaning schedule can be found in the attached document.

2. Tender Submissions

Tender submissions should include:

- Organisational background, history & key personnel
- Detailed costings, including pay rate of cleaning staff
- Business continuity – how will your company ensure service levels in the event of staff sickness or holidays
- Two references from previous or current clients
- Details of any Quality Assurance Systems or Customer Service Policy used by your company
- A completed Health & Safety Questionnaire
- Whether your company will supply all cleaning materials and equipment or whether you expect the client to provide.
- Evidence of public liability insurance

3. TUPE

Sobus believes that a single staff member employed by our current contract cleaners will be entitled to transfer under TUPE regulations. Sobus is not a party to the TUPE transfer, which will be between the incumbent and the new provider. Sobus will have no legal responsibility for the employment rights of the employees who are currently providing the service.

4. Timescale:

An indicative timetable with estimated dates is set out below:

Stage	deadline
Advertise Cleaning Tender Document	Friday 25 th October 2019
Inspection of 20 Dawes Road by prospective suppliers (by appointment only)	Monday 4 th November 2019
Closing date for receipt of tenders	Friday 15 th November 2019
Interview for short-listed suppliers (if needed)	Friday 29 th November 2019
Commence Contract	Monday 19 th January 2020

For further information, to arrange an appointment to view the premises on Monday 4th November or to submit your tender, please contact:

Carita Magnani
Facilities Coordinator
Sobus
Dawes Road Hub
20 Dawes Road
London SW6 7EN

Email: carita.magnani@sobus.org.uk
Tel: 020 7952 1230.

5. Decision making

The Sobus Chief Executive Officer will make a decision based purely on the information submitted within the tenders received and decisions are final. Sobus are not in a position to offer any feedback to unsuccessful bidders.

Appendices

1. DRH Cleaning Schedule
2. Health & Safety Questionnaire