

# Request for Quotation



Title:	<b>Off Island Public Convenience Cleaning 2 Year Contract</b>
Contract Reference No:	<b>31/03/26 until 30/10/2028</b>
Duration of Contract:	2 years (see period)
Commencement of Contract:	<b>31/03/26 until 30/10/2028</b>
Date of Issue:	13/01/2026
Deadline Date:	13/02/2026 1600 Hrs
Issue Number:	1
CloS Contact:	Jayne Henning: Officer Assets & Property

## Requirement

### Type: Services

#### Service Requirement:

The Council of the Isles of Scilly is responsible for the maintenance and upkeep of public conveniences on the islands of **St. Agnes, Bryher, and St. Martin's**. The cleanliness and condition of these facilities are vital to the tourism offer of the Islands and must be maintained in a presentable and sanitary condition throughout the year, particularly during the peak summer season and during events.

We are seeking to **procure a suitably experienced Contractor for each island** to undertake the following for a period of **2 years to commence 31/03/26 until 30/10/2028**:

- Regular cleaning and restocking of public conveniences.
- Oversight of the facilities and the land/area they are sited on.
- Compliance with the cleaning specification outlined in **Appendix A**.

#### Key Requirements:

- Contractors must demonstrate relevant experience in cleaning and facilities management.
- Evidence of **professional indemnity and public liability insurance** at a scale appropriate to the activity (estimated premiums: £15.00 per month).
- The Council will supply cleaning equipment & cleaning products, consumables, toilet paper & Digital Thermometer
  - In the event of supply issues, the Contractor will procure ecologically appropriate cleaning materials (e.g., Ecover or equivalent) and consumables, which will be reimbursed upon submission of invoice and applicable receipts.
- Contractor is responsible for ensuring facilities are sufficiently stocked at all times.
- Contractor to advise if the land requires maintenance, strimming etc to enable this to be actioned by Premises Department
- **Monthly Hot & cold tap temperature readings** must be taken and readings forwarded to the Premises Department via email
- **Weekly Flushing of Hot & Cold water (November-February: Out of Season)**
- Any repairs needed or property condition issues that unable to be dealt with by Contractor must be reported immediately via email to the Premises Department for actioning.

#### Additional Notes:

- Workload will vary throughout the year in response to visitor numbers and events.
- One contractor will be appointed per island.

#### Key Performance Indicators/Measures of Success:

Type	Description	Measure of Success	Achievement Date
<b>Result</b>	Regular daily cleaning, stocking & inspection of the public conveniences	Clean and presentable public facilities	On-going from contract initiation
<b>Result</b>	Notification of maintenance issues to CloS Premises Team	All maintenance issues are identified & reported for actioning	From contract initiation
<b>Result</b>	Timely & accurate invoicing for cleaning services	Accurate bills & fee reporting on a monthly basis	From contract initiation

## Quotation Submission

Please provide:

1. **Full Company/Personal details including**
  - **Registered/Main Address**
  - **Company Registration Number (if applicable)**
  - **VAT number (if applicable)**
  - **UTR number if self-employed**
2. **Relevant experience. A short testimonial outlining your suitability and experience for contract**  
**(Limit 1 side A4)**
3. **Evidence of required insurance cover. A copy of relevant insurance certificates, or intention to buy insurances if successful (e.g. Insurance quotation).**
4. **Proposed price for Year 1 for the three-year contract. Note we would increase by CPI (at February) in year 2**
5. **Confirmation of ability to meet the requirements outlined above.**

When completing your quotation please provide information as table below:

<b>Description</b>	<b>Cost (£)</b>
Insurance and overheads /year	
Fee estimate based on 2hr/day 01 March – 31 October	
Fee estimate based on 1hr/day 01 November-28 (29) February	
Hourly charge for additional attendance when necessary (ie Events on Island which Contractor will be required to ensure consumables topped up and areas cleaned as necessary)	
<b>Total Annual price Year 1 (ex VAT if applicable) for delivering the Services as specified in Appendix A (for evaluation only).</b> <b>Note increase by CPI year 2</b>	

\*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

All submissions are to be submitted by e-mail to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk)

Quotations are expected to be held for **30 days** from the deadline date.

The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Please note that submission of a quotation will be taken as confirmation that you agree to be bound by the terms and conditions of the Quotation Process (Please see Terms and Conditions Document enclosed with this document).

## Award

The contract will be awarded to the quotation that fully meets compliance requirements and offers the most advantageous value for money, ensuring fairness and transparency throughout the process.

Suppliers are required to submit all specified documentation to confirm compliance and support a fair evaluation process.

Submissions received after the deadline cannot be considered, in order to maintain an equitable and transparent procurement process.

**Deadline for submission:** 13/02/2026

**Contact for queries and submission:** [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk)

*Thank you for participating in this quotation process*