

Morningside Primary School
and Children's Centre
Chatham Place
Hackney
London
E9 6LL



Tel: 0208 958 5382
www.morningside.hackney.sch.uk

Dear Sir / Madam,

INVITATION TO TENDER (ITT) for Cleaning Services at Morningside Primary School and Children's Centre

- 1 Your organisation, along with others, is invited to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:
 - Document 1** Instructions and information on the tendering procedures.
 - Document 2** Specification of the Requirement.
 - Document 3** List of attachments.
 - Document 4** Declaration and information to be provided by tenderer.
- 2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3 One copy of your tender must be received by Michael Haddon, Finance Manager via finance@morningside.hackney.sch.uk no later than 5pm on Friday 19th February 2021. Late tenders will **not** be considered.
- 4 If having read the enclosed specification you decide not to submit a tender, I would be grateful if could send your reasons (though you are under no obligation to do so) to Michael Haddon, Finance Manager, at the above address marked 'No Tender'.
- 5 Please contact Michael Haddon, Finance Manager by Friday 12th February 2021 if you have any questions about the tendering procedure. The enclosed Document 1 also contains details for providing you with further information or clarification of the school's requirement.
- 6 Site visits can be booked in advance for Monday 8th or Thursday 11th February 2021 between 5pm - 6pm. Please email finance@morningside.hackney.sch.uk to book. During site visits all Health and Safety requirements must be followed in light of the Coronavirus pandemic. Only essential personnel can attend and they must wear masks whilst maintaining social distancing at all times.

I look forward to your response.

Yours faithfully,

Janet Taylor
Headteacher