The Commonwealth Secretariat
Total Facilities Management Tender
Expression of Interest

Introduction

The Commonwealth Secretariat is an international organisation with its HQ based at Marlborough House on Pall Mall, London. The Commonwealth Secretariat implements decisions agreed by Heads of Government and Ministers through advocacy, coalition-building, information sharing, analysis, technical assistance, capacity-building, and advice and policy development.

Marlborough House is a five story (including basement and sub-basement) Grade 1 listed royal palace with a gross area of 103,000 sq/ft.

The residence is an Edwardian townhouse in Central London which is a private diplomatic residence owned by the Secretariat that is occupied by the Secretary General and their family. The property is a five-story terraced property totalling some 10,000 sq/ft. All service and maintenance visits to this property need to be booked in with the Facilities team with at least 72 hours notice. Please note, due to the nature of this building, service requests can be turned down and may have to be rearranged at short notice.

It is the Secretariats’ decision to move away from the contracting of Facilities service lines through multiple suppliers, to a consolidated single supplier. The purpose of this is to provide greater cost efficiencies, improve organisational flexibility and improve service quality.

Interested suppliers need to have experience of providing facilities management services to a Grade 1 Listed Property and experience of working with Public Sector/ Diplomatic or NGO clients

Facilities Services in scope of this tender

Section 1: Pest Control
Section 2: Cleaning
Section 3: Waste Management
Section 4: Internal Planting
Section 5: Vending
Section 6: M&E maintenance (40B Hill St only)
Section 7: Logistics & small works

It is the Secretariats understanding that TUPE will apply to this contract in respect of the cleaning staff currently employed. The Secretariat strongly advises tendering suppliers to obtain their own professional advice on the application and effect of TUPE on their company should it be in the position of being the successful tendering supplier.

The deadline for Expression of Interest is 12.00 (Noon) BST on 2nd October 2020. Please submit your response to procurement@commonwealth.int