



Pebsham Community Hub are seeking to appoint a reliable, professional cleaning contractor or individual to provide cleaning services for our facility.

The Hub is an important community resource, hosting events and activities for residents of all ages. Maintaining a clean, safe and welcoming environment is vital.

1. Scope of Work

The cleaning services will cover the following areas at The Hub (70 Seabourne Road, Bexhill, TN40 2SW):

- Entrance Lobby
- Main Lobby/Communal Area
- Large Hall
- Small Hall
- Kitchen
- Toilets – two unisex and one disabled WC
- Any other communal areas as required

Key tasks include:

- Sweeping, mopping, and vacuuming all floors
- Dusting and wiping all surfaces
- Dusting and wiping skirting boards
- Cleaning toilets and changing tables
- Cleaning kitchen surfaces, appliances (including fridge), cupboard doors and handles
- Cleaning interior glass
- Emptying bins and removing rubbish
- Any additional ad hoc cleaning required to maintain standards

Frequency and Hours

- Cleaning required **2 times per week** (Sunday and Thursday), preferably in the morning before 9am or in the evening after 9pm.
- Each session estimated at approximately **2-3 hours**.



2. Duration of Contract

- Initial contract duration: **12 months**, with the possibility of extension subject to satisfactory performance.

3. Requirements for Tender Submission

Interested parties must provide:

- Details of experience in providing cleaning services for similar facilities.
- References from previous or current clients.
- Proof of public liability insurance (minimum £5 million).
- Price proposal (inclusive of materials, equipment, and VAT, if applicable).

4. Evaluation Criteria

Tenders will be evaluated on:

- Experience and capability
- Value for money
- Flexibility and availability
- Commitment to maintaining high standards of cleanliness

5. Deadline for Submission

- Tenders must be submitted by **midday on Friday 4th July**
- Submissions must be sent to info@pebshamcommunityhub.co.uk

6. Contact for Further Information

For any questions or to arrange a site visit, please contact:

- **Charlie Rustem**, info@pebshamcommunityhub.co.uk