



**CYMDEITHAS Y MERLOD A'R
COBIAU CYMREIG
THE WELSH PONY AND COB
SOCIETY**

INVITATION TO TENDER

An invitation to tender for the cleaning services contract at the Welsh Pony and Cob Society

Location of WPCS: Bronaeron, Felinfach, Lampeter, Ceredigion SA48 8AG

Contact: Gemma Bassett Burr 01570 471754 or gemma@wpcs.uk.com

Background

The Society, which is based in Ceredigion in West Wales, was founded in 1901 and is the largest equine native breed society in the UK. As such it is responsible for the publication of the Welsh Pony and Cob stud book, the promotion of the breed, the assessment of approved Judges and for the issuing of equine passports through its role as a Passport Issuing Organisation. It is a registered charity and a company limited by guarantee.

The WPCS has a membership of approximately 5,000 both in the UK and worldwide. There are also daughter societies around the world. More information about the Society and the services it provides can be found on www.wpcs.uk.com

Requirements of the service provider.

- Clean and service the whole office area, board room and reception areas.
- Clean and service the two kitchens.
- Clean and service the six toilets.
- Comply with the Society and Government policies relating to recycling and disposal of waste.

Scope of the work

This is a contract for cleaning services at the Societies Bronaeron address. The Society requires a maximum of 3 hours cleaning once per week either at a weekend or in the evening after 5pm.

The successful company will be required to provide monthly invoices for payment and be able to provide evidence of health and safety policies, including lone working (if appropriate), risk assessments and COSHH assessments.

Insurance

The Contractor is required to have adequate public liability insurance in place for Contracts. A current Certificate of Insurance must be produced to the WPCS prior to commencement of the Contract. The Contractor shall indemnify the WPCS against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the WPCS of any action likely to cause injury or damage to a third party

To visit the site please contact Gemma to arrange a suitable time either via telephone 01570 471754 or email gemma@wpcs.uk.com

Duration of contract – Annual contract with an option for the WPCS to extend for a further period of one year. With effect from the 1st May 2025.

Information to be supplied.

The price for the work to be stated and whether VAT applicable.

Please outline your skills, knowledge and experience alongside any other services you can provide or suggestions as to the best and most economic and effective way of completing the work.

Please provide two references.

All Proposals must be submitted by **25th April 2025** either addressed to

Gemma Bassett-Burr
WPCS
Bronaeron
Felinfach
Lampeter
SA48 8AG

Marked (Cleaning Services)

Or by email to gemma@wpcs.uk.com

Please provide a contact number, email address and address

Please provide two references.

Diolch

Gemma Bassett-Burr

Company Secretary

All information provided in relation to this tender document is confidential and must not be disclosed to third parties without the prior written consent of the Welsh Pony and Cob Society