**Amnesty International UK seeks a Cleaning Services Provider**

**ABOUT US**

Amnesty International UK is one of the largest sections in our global movement, and we play an important role in providing funding for Amnesty International’s work around the world as well as campaigning for change globally and in the UK. We have a vibrant, well-established activist movement with local groups, country coordinators, youth, student and trade union networks, and thematic networks, as well as educators and ambassadors.

**BACKGROUND & CONTEXT**

AIUK is seeking expressions of interest for the provision of office cleaning services at its new London headquarters, situated on the second floor of the Amnesty International Secretariat building, 1 Easton Street, London WC1X 0DW.

The first stage of the process is to submit an expression of interest. We will invite a number of shortlisted potential partners to submit tenders in response to additional information which will be provided, including the opportunity to visit the premises in person.

AIUK’s relocation from its current offices will be undertaken in July/August 2025, with cleaning contract to be awarded post-relocation.

**ABOUT YOU**

The successful partner will:

1. **Have a proven track record in providing commercial office cleaning services**
* The selected partner should have a documented history of successfully undertaking commercial office cleaning contracts.
1. **Demonstrate adherence to agreed timelines, budgets and standards of service**
* Demonstrate a consistent ability to work within agreed timelines and financial parameters, and to agreed standards of service.
1. **Full Collaboration with the client**
* Showcase a commitment to collaborative working relationships with clients.
1. **Commitment to AIUK’s Ethic &Values**
* Clearly express how they and their approach aligns with AIUK’s ethical standards and values.
* Provide examples of projects where ethical considerations and values played a significant role.

**SCOPE**

The selected provider will be expected to provide regular and routine office cleaning services at our London headquarters, on the second floor of the Amnesty International Secretariat building, 1 Easton Street, London WC1X 0DW.

The offices comprise approx. 11,750sq ft of space, providing around 80 workstations for our staff, plus a variety of meeting rooms, kitchen space and toilets.

**SUBMISSION REQUIREMENTS FOR EXPRESSION OF INTEREST**

All expressions of interest should include:

* Company profile and background
* Outline of types of cleaning services offered
* Case studies or examples of similar cleaning contracts undertaken

Partners will be shortlisted for the next stage of the process based on the information provided.

**TIMELINE.**

The deadline for expressions of interest is **Monday 14 July 2025 at 5.00pm.**

Applicants who are shortlisted will be provided with further information, as well as being invited to submit a full proposal and present to a panel from AIUK. Dates for these stages will be confirmed with shortlisted applicants.

We ask that e-mail submissions of expressions of interest with the initial information requested (in Word or PDF format) are received by claire.silburn@amnesty.org.uk.

**FURTHER INFORMATION.**

AIUK reserves the right to reject any or all submissions and to negotiate with the successful partner. The scope provided is indicative only and will be agreed with the selected partner. Unfortunately, individual feedback will not be provided for this stage of the process but can be provided for all subsequent stages where requested.