

**Premises Brief: Stevenage - St Albans Therapeutic Service**

**Friday 19th March 2021**

The Refugee Council is a national charity which supports refugees and asylum-seekers to lead fulfilling and dignified lives in England. We are currently seeking office space in Stevenage from which to deliver our therapeutic service and welcome tenders from relevant organisations.

Ideally co-located with another organisation e.g. charity or local authority, we are seeking a lease which includes as a minimum seven desk spaces within an office, a separate, confidential room suitable for delivering therapy sessions and a separate meeting area/waiting room.

The deadline for submitting quotations to the brief below is **Friday 16th April, 5.30pm**. Please address your tender, along with any queries to:

Laura Wilson

Herts Area Manager, Resettlement

Wellbeing and Work for Refugee Integration

Refugee Council

[laura.wilson@RefugeeCouncil.org.uk](mailto:laura.wilson@RefugeeCouncil.org.uk)

07342 990 032

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| --- | --- |
| **Premises Brief:** | |
| * Dates of licence: 03/05/21 – 31/12/2022 * Days per week: 5 days per week * Office or desk space: 7 desks space or single office 32 m2 (fits 7 staff members) * Additional spaces: 1 confidential therapy room 27.6m2 (fits 6 people) * Second additional space: 1 meeting room 45 m2 (fits 10 people) * Location: Ideally a maximum of 15-20 minutes’ walk from the city centre and/or * Transport: Close to a bus route to and from the city centre * Accessibility: DDA compliant, ground floor preferred/ accessible lift * Facilities: Access to kitchen, WC, lockable filing cabinet * Connectivity: Wi-Fi-access | |
| **Tender Response:**  *Please respond to specifications in box above, and complete the checklist attached with this document:* | |
| **Organisation:** |  |
| **Contact person & details:** |  |
| **Address:** |  |
| **Response:** |  |
| **Pricing Schedule:**  (weekly/ monthly rental)  (additional costs)  (total price) |  |

**Selection Criteria:**

The Refugee Council is contractually required to source possible procurement options for a **minimum of 3 venues.** The venues will be compared and selected through an analysis based on the following weighting/ scoring matrix. A maximum score of 40 is available:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weight** | **Max Score** |
| Response to premises brief | 50% | 20 |
| Pricing schedule | 50% | 20 |

**References:**

References from the Refugee Council are available on request.

**Signed: Date:**

**Printed name:**

*Please complete attached premises checklist and return with this form.*

*The successful supplier will be notified no later than* ***Friday 30th April 2021.***