



# Invitation to tender (ITT) for the maintenance of fire safety equipment

# 1. Introduction

Praxis Care is a leading charity providing support services for adults and children affected by mental ill health, learning disabilities, autism, and dementia. We operate a wide network of supported living, residential, and outreach services across Northern Ireland, Republic of Ireland, Great Britain and the Isle of Man.

We are seeking to appoint qualified and competent contractors to provide maintenance and servicing of fire safety equipment across our facilities within these regions. Praxis Care intends to award contracts per region (Northern Ireland and ROI) and bidders may apply for one or both regions.

# 2. Scope of work

In accordance with relevant regulations & standards the successful contractor(s) will be required to provide periodic maintenance, servicing, and repair/replacement of all fire safety related equipment across Praxis Care's facilities. Contractors are expected to confirm from inspection/testing that the current systems/equipment are/is functional, operational and compliant and that no significant or inherent risks to people or property are present – recommendations for upgrade etc should ONLY be provided in situations where such significant risks currently exist and/or in situations where the current systems/equipment are/is non-functional, non-operational or non-compliant (Address and location can be found in Appendix A), including but not limited to:

- Fire detection & alarm systems (UK - BS 5839 & ROI - IS 3217)
- Emergency lighting systems (UK - BS5266 & ROI - IS 3218)
- Firefighting equipment (UK - BS 5306 & ROI - IS 291)

Including additional services may relate to but not limited to:

- Reactive maintenance and call-outs
- Compliance testing and certification
- Detailed asset register and reporting
- Replacement and upgrade requirements

# 3. Eligibility and Requirements

All bidders must demonstrate:

- Relevant and recent experience of providing similar services.
- Compliance with & knowledge of fire safety legislation/regulations and associated knowledge of fire safety related Building Regulations.
- Employment of certified and competent personnel
- Knowledge of Health & Safety policy and procedures

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- Compliance with environmental and sustainability policy.
- Details of relevant insurance cover
- Details of financial stability

## 4. Instructions to tenderers

### Submission Requirements:

- Company profile and experience
  - Technical proposal
  - Regional coverage and response times (24/7 reactive call-out service is required for fire safety system failures)
  - Pricing schedule per Lot
  - References (minimum 2)
  - Certifications and insurances
  - Social value / community contributions

## 5. Contract information:

- **Contract Duration: 36 months contract with annual monitoring review**
- **Contract start date: July 2026 TBC**
- **Estimated value: £200k**
- **Region: Northern Ireland and Republic of Ireland**

## 6. Additional information

- Praxis Care reserves the right to accept or reject any tender
- Praxis care is not bound to accept the lowest or any bid.
- The contract is subject to an annual ongoing performance monitoring review which will be carried out by Head of Fire Safety in conjunction with the relevant Property Team representative within the specific region.

### Pricing schedule template

Please complete the following pricing schedule for each region you are bidding for.

Service Description	Unit Cost (£/€)	Frequency	Region (Lot)	Total Annual Cost
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## 7. Clarifications and submission details:

All clarifications should be submitted in writing to Hugh Maxwell (Head of Fire Safety) [hughmaxwell@praxiscare.org.uk](mailto:hughmaxwell@praxiscare.org.uk) this information will be shared with all potential bidders.

Submission deadline: 22/05/26

Submission method: via email to Hugh Maxwell and Megan Doyle

[hughmaxwell@praxiscare.org.uk](mailto:hughmaxwell@praxiscare.org.uk) (Head of Fire Safety)  
[megandoyle@praxiscare.org.uk](mailto:megandoyle@praxiscare.org.uk) (Procurement Manager)

## 8. Data Protection

The successful contractor(s) will be required to comply with all relevant data protection legislation, including but not limited to the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the EU General Data Protection Regulation (EU GDPR) where applicable.

Contractors must ensure that any personal data they process on behalf of Praxis Care is handled lawfully, fairly, and transparently. Personal data must only be used for the purposes of delivering the contracted services, and appropriate technical and organisational measures must be implemented to protect the data from unauthorised access, loss, or disclosure.

**The minimum data protection requirements that the contractor must meet while providing services to Praxis Care mentioned below:**

1. The contractor must only process personal data in accordance with written instructions from Praxis Care.
2. The contractor must ensure all staff handling personal data are trained in data protection and confidentiality.
3. Appropriate technical and organisational measures must be in place to ensure a level of security appropriate to the risk.
4. The contractor must assist Praxis Care in fulfilling data subject rights requests (e.g., access, rectification, deletion).
5. The contractor must notify Praxis Care of any personal data breaches within 24 hours of becoming aware.
6. Personal data must not be transferred outside the UK/EEA without prior written authorisation and appropriate safeguards.
7. Upon termination of the contract, all personal data must be securely deleted or returned to Praxis Care.
8. Praxis Care reserves the right to audit the contractor's data protection practices and request evidence of compliance.

**9. Weighted Criteria / Evaluation**

Price 50%  
Experience & References/ Social value / Supplier due diligence 25%  
Compliance, Certifications & Insurance 25%

**Contract terms:**

Duration of contract 36months

Payment terms, to be agreed and discussed, invoice and will be jurisdiction based mentioning each service and cost centre (Will be given to successful tenderer)

The contractor must agree to treat all information received or accessed during the performance of this agreement as confidential and shall not disclose such information to any third party without the prior written consent of Praxis Care. This obligation extends beyond the termination of this agreement. Any breach of confidentiality may result in immediate termination and potential legal action.

The contractor warrants that, to the best of their knowledge, no conflict of interest exists or is likely to arise in the performance of their obligations under this agreement. If at any point a conflict arises, the contractor shall immediately disclose it in writing to Praxis care. Praxis care reserves the right to assess the conflict and may terminate the agreement if it deems the conflict to compromise the contractor's integrity or impartiality.

Praxis Care reserves the right to terminate this agreement, in whole or in part, at any time without cause by providing the contractor with a written notice of termination at least 30 days in advance.

Praxis care may terminate this agreement with immediate effect if the contractor:

- Fails to comply with any material term or condition of this agreement
- Engages in any act or omission that, in the opinion of Praxis Care could harm its reputation or operations.
- If a conflict of interest arises that, in the opinion of Praxis Care impacts the contractor's ability to provide impartial and objective services under this agreement. The contractor is required to disclose any actual or potential conflicts of interest as soon as they arise.

Upon receipt of such notice, the contractor shall cease all work and shall not incur any further costs under this agreement, except as agreed in writing by Praxis Care.