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Tender

## **Trowbridge TC CCTV Enhancement**

Trowbridge Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-001332

Procurement identifier (OCID): ocds-h6vhtk-060196

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### **Scope**

### **Reference**

TTC/CCTV/2026/01

### **Description**

Trowbridge Town Council

Invitation to Tender

Trowbridge Town CCTV Enhancement Project

Reference: TTC/CCTV/2026/01

Submission Deadline: 12.00 Midday, 6th March 2026

#### **1. Introduction and Project Overview**

Trowbridge Town Council invites tenders for the provision, installation, and commissioning of an upgraded Public Space CCTV system.

The Council is committed to maintaining Trowbridge as a safe and welcoming environment for residents, businesses, and visitors. As part of our ongoing commitment to community safety, we have identified the need to modernize our existing surveillance infrastructure. This project involves the strategic upgrade of several existing cameras to high-definition digital technology, ensuring our network remains fit for purpose in a modern policing and urban management context.

## 2. Scope of Works

The successful contractor will be required to replace identified legacy analogue/low-resolution units with high-performance hardware. The core scope includes:

**Hardware Replacement:** Decommissioning of outdated cameras and installation of 13 new IP-enabled units.

The cameras to be replaced are listed separately in appendix 1 with a map showing locations appendix 2. The removed tandem view cameras (x 5) are to be reused where indicated with \*.

**Connectivity:** Ensuring seamless integration with the existing Town Council network and monitoring suite which is a HIK system.

**Ongoing Support:** Provision of a comprehensive maintenance and service-level agreement (SLA) for a period of 3 years with the possible extension of a further 3 years.

## 3. Key Objectives

Tenders will be evaluated on their ability to meet the following Council priorities:

**Clarity and Evidence:** Superior image quality in all lighting conditions to support Wiltshire Police and local partner agencies.

**Reliability:** Robust hardware with high uptime and resistance to vandalism/weather.

**Compliance:** Full adherence to the Surveillance Camera Commissioner's Code of Practice, BS EN 62676 and UK GDPR.

**Value for Money:** A solution that balances high performance with long-term cost-efficiency.

## 4. Submission Requirements

To be considered for this contract, bidders must provide:

**Pricing Schedule:** A transparent breakdown of capital costs (hardware/installation) and recurring revenue costs (maintenance) with response times for SLA.

**Technical Proposal:** Detailed specifications of the proposed hardware and installation methodology.

**Case Studies:** Evidence of similar CCTV upgrades performed for Local Authorities or Public Sector clients.

Trowbridge Town Council require tenderers to submit a tender containing a detailed financial cost statement along with example RAMs, relevant case study examples, insurance details and any other relevant information.

### Assessment of Submission

It is the intention of the Town Council to assess the bids through the use of a matrix with a weighting of 50% price and 50% quality. A copy of the quality matrix criteria and weighting available separately.

The Town Council does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any Tenderer in the preparation of this tender.

All recipients of these documents, whether or not they submit a tender, shall treat them as private and confidential. Tenders which do not conform to the foregoing instructions will not be considered. All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

### Conditions of Contract

The Town Council will enter into a formal contract with the successful tenderer for the upgrade of cameras and three years maintenance with the possibility of a further three-year extension.

### Conditions of Tender

The completed submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Trowbridge Town Council by 12 noon, 6th March 2026. Email address [stuart.legg@trowbridge.gov.uk](mailto:stuart.legg@trowbridge.gov.uk)

The tenderer must not contact councillors or staff other than the specified point of contact for the Town Council as identified above for any reason at all.

The tenderer must not contact councillors or staff to encourage or support their tender outside the prescribed process.

The tenderer is to provide an electronic copy of the submission to the email address above. The electronic copy may be via email. Any tenders delivered outside of these times will not be accepted.

Please note, the comprehensiveness and quality of the documents will be used to assess the tender returns.

### Schedule of Documents

The documents listed below will be required as part of the submission for assessment.

#### A. Financial cost statement

To include detailed breakdown of costs.

#### B. Experience

Please submit details of your relevant experience and qualifications including membership of any relevant professional bodies.

#### D. Insurances

Please submit copies of your relevant insurances.

#### E. Health and Safety

Please submit examples of RAMs or qualifications.

#### F. Additional Information

Please submit any additional information that would be beneficial to the assessment of the tender.

### Contact Information

For further details and queries, please contact [stuart.legg@trowbridge.gov.uk](mailto:stuart.legg@trowbridge.gov.uk)

### **Total value (estimated)**

- £30,000 excluding VAT

- £36,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2032
- 6 years

Description of possible extension:

Maintenance contract extension of possibly 3 years.

### **Main procurement category**

Goods

### **CPV classifications**

- 32234000 - Closed-circuit television cameras

### **Contract locations**

- UKK - South West (England)

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## **Participation**

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

4 March 2026, 11:59pm

### **Tender submission deadline**

6 March 2026, 12:00pm

### **Submission address and any special instructions**

[stuart.legg@trowbridge.gov.uk](mailto:stuart.legg@trowbridge.gov.uk)

### **Tenders may be submitted electronically**

No

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## **Award criteria**

### **Scoring Matrix**

To ensure Trowbridge Town Council remains transparent and achieves the best "Most Economically Advantageous Tender" (MEAT). A split of 50% Quality/Technical and 50%

Price being used.

## 1. Overall Weighting

Category

Weighting

Description

Technical & Quality

50%

Hardware specs, methodology, and BS EN 62676 compliance.

Commercial (Price)

50%

Total cost of ownership (Installation + 3 years maintenance).

Total

100%

## 2. Technical & Quality Scored Criteria (50%)

Ref

Criteria

Weighting

What we are looking for

Q1

Technical Specification

20%

Compliance with BS EN 62676; low-light performance; 4K/HD clarity; and robust privacy masking capabilities.

Q2

Project Methodology

5%

A clear plan for replacing cameras with minimal downtime for the town centre network.

Q3

Experience & PSS Compliance

10%

Evidence of working with Local Authorities and operating under the Surveillance Camera Code of Practice.

Q4

Maintenance & SLA

15%

Response times for faults, 24/7 support availability, and longevity of the hardware warranty.

### 3. The Scoring Scale (0-5)

Evaluators will use the following scale to score each Technical and Social Value question:

Score

Rating

Definition

5

Excellent

Exceptional solution. Exceeds requirements and offers significant added value.

4



### Good

Comprehensive response that meets all requirements with some added value.

3

### Satisfactory

Meets the requirements but without any additional benefits or innovation.

2

### Minor Reservations

Meets most requirements but lacks detail in key areas.

1

### Serious Reservations

Significant gaps in the proposal; does not meet the Council's core needs.

0

### Unacceptable

No response provided or the response fails to address the question.

## 5. Price Scoring Formula

Price is scored mathematically to ensure fairness. The lowest-priced bid automatically receives the full 50%, and others are scored relative to it:

Score = Lowest Proposed Price divided by Bidder's Price times Weighting (50)

Example: If the lowest bid is £10,000 and a bidder submits £12,000, they receive 41.6% out of the possible 50%.

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## Procedure

## Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

[Trowbridge Town Council Tender Doc.docx](#)

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## Contracting authority

### Trowbridge Town Council

- Public Procurement Organisation Number: PTMC-2396-NHJQ

The Civic Centre

Trowbridge

BA14 8AH

United Kingdom

Email: [stuart.legg@trowbridge.gov.uk](mailto:stuart.legg@trowbridge.gov.uk)

Region: UKK15 - Wiltshire CC

Organisation type: Public authority - sub-central government