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Planning

## Meet the Buyer Event

East Suffolk Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-001715

Procurement identifier (OCID): ocids-h6vhtk-060275

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## Scope

## Reference

5226

## Description

East Suffolk Council's Procurement Team is hosting a Meet the Buyer event at their Woodbridge offices on Thursday 5th February 2026.

In this event, you will be offered a 121 session for up to 15 minutes with a member of the Procurement Team.

This event is aimed at suppliers who want to get involved in bidding for council or public sector contracts but maybe don't know where to start!

Please note that this session is for training purposes only and no open tender opportunities will be discussed in detail at the event.

To book your 15 minute slot, please email [procurement@eastsuffolk.gov.uk](mailto:procurement@eastsuffolk.gov.uk). If you have

any specific area of business to discuss or questions you would like answered, please let us know in this email so we can match you with the right member of the Procurement Team.

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

- 5 February 2026 to 6 February 2026
- 2 days

### **Main procurement category**

Services

### **CPV classifications**

- 75110000 - General public services

### **Contract locations**

- UKH14 - Suffolk

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## **Engagement**

### **Engagement deadline**

5 February 2026

## Engagement process description

### About the Event

In this event, you will be offered a 121 session for up to 15 minutes with a member of the Procurement Team.

This event is aimed at suppliers who want to get involved in bidding for council or public sector contracts but maybe don't know where to start!

Topics to discuss with Procurement Team members in your individual session could include:

- Social Value
- Completing tender documents (examples will be available)
- How to register on the government's Central Digital Platform, Find a Tender Service
- East Suffolk's tendering system, In-tend, and how to create and manage your profile on the system, guidance on submitting Clarifications
- Guidance on navigating the different procurement procedures under new procurement legislation

Please note that this session is for training purposes only and no open tender opportunities will be discussed in detail at the event.

To book your 15 minute slot, please email [procurement@eastsuffolk.gov.uk](mailto:procurement@eastsuffolk.gov.uk). If you have any specific area of business to discuss or questions you would like answered, please let us know in this email so we can match you with the right member of the Procurement Team.

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## Participation

### Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Contracting authority**

### **East Suffolk Council**

- Public Procurement Organisation Number: PLPP-1174-BHLX

East Suffolk House, Station Road, Melton

Woodbridge

IP12 1RT

United Kingdom

Email: [procurement@eastsuffolk.gov.uk](mailto:procurement@eastsuffolk.gov.uk)

Website: <http://www.eastsuffolk.gov.uk>

Region: UKH14 - Suffolk

Organisation type: Public authority - sub-central government