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Award

Digitisation of records

Epsom and Ewell Borough Council

UK5: Transparency notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-003321

Procurement identifier (OCID): ocds-h6vhtk-06063d

Published 15 January 2026, 9:31 am

Scope

Description

Required digitisation of paper records across all departments to support digital transformation, improve access, reduce storage costs, and enable hybrid working. To ensure compliance with data retention policies and enhance service delivery.

Contract 1. Digitisation of records

Supplier

- XEROX (UK) LIMITED

Contract value

- £46,000 excluding VAT
- £55,200 including VAT

Below the relevant threshold

Earliest date the contract will be signed

31 March 2026

Contract dates (estimated)

- 1 April 2026 to 30 June 2026
- 3 months

Main procurement category

Services

CPV classifications

- 79999100 - Scanning services

Contract locations

- UKJ26 - East Surrey
-

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Procedure

Procedure type

Below threshold - without competition

Supplier

XEROX (UK) LIMITED

- Companies House: 00330754
- Public Procurement Organisation Number: PNNC-4675-LGHQ

Building 4 Uxbridge Business Park

Uxbridge

UB8 1DH

United Kingdom

Email: uxb.bidteam@xerox.com

Website: <http://www.xerox.co.uk>

Region: UKJ13 - Buckinghamshire CC

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Contract 1. Digitisation of records

Contracting authority

Epsom and Ewell Borough Council

- Public Procurement Organisation Number: PYXN-1576-NDDT

The Parade, Town Hall

Epsom

KT18 5BY

United Kingdom

Email: procurement@epsom-ewell.gov.uk

Region: UKJ26 - East Surrey

Organisation type: Public authority - sub-central government