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Tender

Insurance

Lowestoft Town Council

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

Notice identifier: 2026/S 000-003864

Procurement identifier (OCID): ocds-h6vhtk-060797

Published 16 January 2026, 12:35pm

Scope

Description

Any quotations should cover the following services:

- Schedule of insurance
- Estimated salary bill for 2026/2027 is £930,000 excluding NY and pensions.
- 30 employees both full time and part time and including clerical and manual duties
- 20 members
- Some volunteers
- Asset Register and includes a theatre, parks and open spaces, community buildings, allotments
- Lowestoft Town Council runs events through the year and the events schedule. No inflatables are permitted at events
- Vehicles are currently insured under a separate policy.

- Claims History

Total value (estimated)

- £0 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- 3 years

Main procurement category

Services

CPV classifications

- 66510000 - Insurance services

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

20 February 2026, 12:00pm

Submission address and any special instructions

Tender documents should be emailed to admin@lowestofttowncouncil.gov.uk for the attention of the Town Clerk

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

24 March 2026

Award criteria

| Name | Type |
|-----------------|---------|
| Value for Money | Price |
| Level of Cover | Quality |
| Service Offered | Quality |

Weighting description

Tenders will be assessed in terms of best value for money, level of cover and for the service offered.

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

[Tender document 2026.docx](#)

Contracting authority

Lowestoft Town Council

- Public Procurement Organisation Number: PLRB-8148-CZHY

First Floor, Hamilton House, Battery Green Road

Lowestoft

NR32 1DE

United Kingdom

Email: admin@lowestofttowncouncil.gov.uk

Region: UKH14 - Suffolk

Organisation type: Public authority - sub-central government