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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

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## 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](mailto: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

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### 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.

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## **Other information**

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **Documents**

### **Associated tender documents**

[Tender document 2026.docx](#)

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## 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](mailto:admin@lowestofttowncouncil.gov.uk)

Region: UKH14 - Suffolk

Organisation type: Public authority - sub-central government