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Planning

Transcription Services

Department for Work & Pensions

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

Notice identifier: 2026/S 000-004755

Procurement identifier (OCID): ocids-h6vhtk-0609cf

Published 20 January 2026, 12:02pm

Scope

Reference

P-1553

Description

DWP require full verbatim transcription services without omission or alteration and time stamped alongside other requirements

Commercial tool

Establishes a framework

Total value (estimated)

- £350,000 excluding VAT
- £420,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 July 2026 to 1 July 2029
- Possible extension to 1 July 2030
- 4 years, 1 day

Main procurement category

Services

CPV classifications

- 79550000 - Typing, word-processing and desktop publishing services

Engagement

Engagement deadline

6 February 2026

Engagement process description

We would like to speak to suppliers who can provide verbatim transcription services

without omission or alteration and time stamped alongside other requirements. If you are interested in this opportunity, please can you register on our e-procurement solution:

<https://dwp2.my.site.com/s/Welcome>

and email Vicky.Preston@dwp.gov.uk to register interest and set up a 1-2-1 session. Please can you respond by 27th January 2026 so we can set up meetings with suppliers. Meetings will be via Microsoft Teams

Submission

Publication date of tender notice (estimated)

6 February 2026

Contracting authority

Department for Work & Pensions

- Public Procurement Organisation Number: PJCP-7274-TLRQ

Caxton House, 6-12 Tothill Street, London, SW1H 9NA

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United Kingdom

Email: vicky.preston@dwp.gov.uk

Website: <https://www.gov.uk/government/organisations/department-for-work-pensions>

Region: UKI32 - Westminster

Organisation type: Public authority - central government